

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION

3040 Riviera Heights Drive

Kelseyville, CA 95451

Office (707) 279-2245

Email rivieraheightshoa@gmail.com Website www.rivieraheights.com

Dear RHHA Members,

Attached, you will find the 2023-2024 Annual Budget and Annual Policy Statement for the Riviera Heights Homeowners' Association (RHHA). RHHA is a non-profit Mutual Benefit Corporation established under the California Corporations Code. The primary purpose of our Association is to manage a common interest development in accordance with the Davis-Stirling Common Interest Development Act. We are responsible for the ownership, repair, maintenance, and management of the Common Area and Common Facilities within the Riviera Heights community in Lake County, California. Our aim is to enhance and promote the use and enjoyment of the Common Areas and Common Facilities by the Owners.

The enclosed documents contain summaries of the 2023-2024 budgets, which were approved by the RHHA Board of Directors. According to California Civil Code Section 5300, these budget summaries must be provided to the members within thirty (30) to ninety (90) days before the end of the fiscal year. I would like to express our gratitude to the volunteer members of the RHHA Board of Directors for their service. If you wish, you can request a complete copy of the budget at no cost from the RHHA Office. Additionally, this package includes a summary of the Annual Policy Statement, which is required to be distributed to members in accordance with Civil Code Section 5310. Should you want a full copy of the report, you can request it at no cost by submitting a written request to the Riviera Heights Homeowners' Association at the address provided below:

Riviera Heights Homeowners' Association
3040 Riviera Heights Drive
Kelseyville, CA 95451

The minutes of each Board meeting are posted monthly on the RHHA website at <http://www.rivieraheights.com>. Copies of previous Board meeting minutes are available upon request from our office.

Please take the time to review the enclosed documents. If you have any questions or concerns, please don't hesitate to contact your Board of Directors. Thank you.

Best regards,

RHHA Board of Directors

ANNUAL POLICY STATEMENT
RIVERIA HEIGHTS HOMEOWNERS ASSOCIATION
MAY 2023

(CIVIL CODE 5310)

1. **Designated Recipient:** The name and address of the person designated to receive official communications to the Riviera Heights Homeowners Association, pursuant to Section 4035:

Cindy Jassar, Office Manger
Riviera Heights Homeowners' Association
3040 Riviera Heights Drive
Kelseyville, CA 95451

RivieraHeightsHOA@gmail.com (Please note this is the current and only email address.)

2. **Right to Notice to Two Addresses:** RHHA Members may submit a request to have association documents and notices sent to two (2) different specified addresses, pursuant to subdivision (b) of Section 4040.
3. **General Notice Location:** General notices are posted in the display case located near the main entry gate to the RHHA Clubhouse. Meeting and special event notices are also emailed and posted in the sandwich boards near the main entrance of Riviera Heights Drive, on Marina View Drive and on Westridge Drive (near Bergeson).
4. **Right to Individual Delivery:** All property owners have the option to receive general notices by individual delivery, pursuant to subdivision (b) of Section 4045.
5. **Right to Minutes:** RHHA members have the right to receive copies of monthly Board meeting minutes, pursuant to subdivision (b) of Section 4950. Minutes are also distributed at the monthly Board meetings, posted in the display boxes located at the Clubhouse, and available on the RHHA website at rivieraheights.com.
6. **Collection Policy:** RHHA assessment collection policies and procedures required under Civil Code Section 5730 is enclosed.
7. **Lien Policy:** RHHA's policies and practices in enforcing lien rights and other legal remedies for default in the payment of assessments is enclosed.
8. **Rules Enforcement Policy:** RHHA's discipline policy is enclosed, as well as the schedule of penalties for violations of the governing documents pursuant to Section 5850.
9. **Dispute Resolution Procedures:** Enclosed is a summary of dispute resolution procedures, pursuant to Sections 5920 and 5965.

- 10. Architectural:** Please review our Architectural Review Committees (ARC) rules and requirements at rivieraheights.com. Association approval is required for all major construction and exterior improvements to any property, pursuant to Section 4765.
- 11. Short-Term Rentals:** No rentals of thirty (30) days or less are permitted within the association. Property owners are required to complete the enclosed tenant information form for all property rentals.
- 12. Overnight Payments:** The mailing address for overnight payment of assessments, pursuant to Section 5655 is:

**Riviera Heights Homeowners' Association
3040 Riviera Heights Drive
Kelseyville, CA 95451**

13. Miscellaneous:

- a. Fire Hazard Mitigation Policy** – Enclosed is the revised Fire Hazard Mitigation Policy.
- b. Pay bills on-line** – For those homeowners' who would like to pay their assessments or past due amounts by credit card, RHHA has established an arrangement with PayLease. Visit www.rivieraheights.com and click on the "pay bill online" tab which will take you to a "pay your bill" link.
- Fees for paying on line include:
- Credit card fee- 3.25% of the transaction plus an ACH \$3.95

IMPORTANT NOTICES TO RHHA MEMBERSHIP

BOARD OF DIRECTORS – 2023-2024 ELECTION

This year, there are three (3) open positions on the Board of Directors for the two year term 2023-2025. The enclosed election packet includes the five (5) candidates that have submitted applications. Kathy Andre, Christopher Becker, Antony Bisaccio, Vicky Lauritzen, and Christopher Welch. Your current RHHA Board members that are serving the remainder of their term for 2022-2024 are Susan McGurgan and Byron Turner.

RHHA ANNUAL MEETING:

The RHHA Annual Meeting will be held on Saturday, June 24, 2023 at 10:00AM, both in person at the Clubhouse and by ZOOM teleconferencing.

MEMBERSHIP ASSESSMENT – INCREASE OF \$1/MONTH OR \$12 FOR 2023-2024 FISCAL YEAR:

The RHHA BOD voted to approve a modest increase in membership assessments for the fiscal year 2023-2024. The annual membership fee (dues) for the upcoming fiscal year will be \$447, an increase of \$12.00 (\$1 per month) over the current annual fee of \$435 (see Annual Budget Report enclosed).

SPECIAL ASSESSMENTS

There are no anticipated special assessments anticipated for the upcoming fiscal year, but RHHA BOD reserves the right in accordance with California Civil Code to approve a special assessment for unplanned major expenses, if necessary, in the upcoming fiscal year.

CIVIL LITIGATION:

In January 2023, RHHA received a reimbursement of \$90,669.45 for legal expenses following a favorable judgement in the long-running civil litigation case against a RHHA homeowner.

OUTSTANDING LOANS:

The RHHA has no outstanding loans with an original term of more than one year.

CLUBHOUSE UPDATES & SPECIAL EVENTS:

The RHHA Clubhouse is available for RHHA special events, as well as rental by members. The RHHA office is open Monday through Thursday from 10:00AM to 2:00PM. Please call (707) 279-2245 or email (rivieraheightshoa@gmail.com) for assistance.

The RHHA Annual Pool Opening and Bar-b-que is planned for Saturday, May 27, 2023 of Memorial Day Weekend, pending inspection and permit issuance by the County of Lake Department of Environmental Health.

FIRE ABATEMENT:

CalFire has informed us to prepare for a very dangerous fire season this year, as grasses and vegetation growth will be extremely significant this year following the large amounts of rain we have had. Fire

safety and mitigation, defensible and survivable space planning around homes, and emergency preparedness remain top priorities of the RHHA BOD and Firewise Committee. An emphasis has been placed on Zone (0) this year, in an attempt to minimize the risk that vegetation, storage and debris 0-5 feet from a home can pose. RHHA is working with the county, Konocti Fire Safe Council, and other agencies promote wildfire safety and mitigation. The RHHA BOD thanks all owners who undertake fire mitigation efforts to protect both their own property, as well as our community.

MARINA:

The Marina and pier is now open for use by RHHA members and their guests. The pier is monitored and will be raised out of the water, if inclement weather is anticipated. Please make sure to park in the open parking area and not block or inhibit access to the boat ramp.

WATER HOOK-UPS:

County of Lake Special Districts still has water hook ups available for Riviera Heights property owners. If you are interested in purchasing a water meter hook-up for an undeveloped lot in Riviera Heights please contact the County of Lake Special Districts Administration at (707) 263-0119 for assistance.

E-MAIL COMMUNICATION NOTICES:

The RHHA e-mail communication program is a very cost-effective and timely way for owners to receive information, notices, documents and disclosures from RHHA. If you would like to be added to the RHHA e-mail distribution list and receive notices about important RHHA updates, please e-mail your consent to receive electronic transmission to rivieraheightshoa@gmail.com. RHHA owners are not required to give your email address to the association. Owners are requested to provide a written statement as to their preferred method for receiving RHHA notices and documents whether by (1) electronic transmission only, (2) written notice only or (3) by both electronic transmission and written notice. (See Electronic Consent Form enclosed)

CONTACT INFORMATION:

All RHHA property owners are required by law to provide the association with current contact information for you and/or your tenant. (See Contact Information Sheet enclosed).

**RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION
ANNUAL BUDGET REPORT (Civil Code Section 5300)**

The RHHA Board of Directors has approved a Pro Forma Budget for the fiscal year ending June 30, 2024. The budget contains estimated revenue and expenses on an accrual basis. A copy of the budget is enclosed for your review.

The RHHA Board of Directors has approved a minimal increase in the annual assessments (membership dues) for the 2023-2024 fiscal year. This increase will help cover rising daily operational costs such as payroll, utilities, maintenance, fire abatement and annually required reserve funding. Key factors contributing to the dues increase this year include an increase in reserve funding from \$63,432 in this fiscal year to \$72,960 for the fiscal year ending in 2024, which is necessary as costs continue to rise to sustain future repairs and replacements of RHHA assets. In addition, an increase in the California average cost of living index from 3% to 8% and the state increase in minimum wages from \$14.00 to \$15.50 per hour impacts payroll and related taxes. However, this year RHHA was able to recover all legal fees pertaining to a long-running litigation matter. The Association received a settlement of \$90,669.43. Of this settlement, \$28,120 was used to pay the remaining legal fees related to it, \$32,500 was transferred to the reserve account to reimburse reserves for prior legal fees paid for this case, and \$30,050 remains in the operating account and will be used to replace deck railings, repair deck posts, and install fire safe landscaping around the clubhouse. The BOD hopes to complete these projects by the end of the 2022-2023 fiscal year, dependent on vendor availability.

In preparing the 2023-2024 fiscal year budget, the Board has again streamlined and reduced budget expenditures to an estimated 4% increase (this, combined with recovered legal fees, has helped to offset increased expenses). Accordingly, membership assessments (dues) for the upcoming fiscal year will be increased by only \$1.00 per month or a total of \$12.00 per year, to \$447. This increase is \$3.00 less than last year's dues increase.

The Board of Directors currently does not foresee the requirement for a special assessment to cover planned expenditures. However, they retain the authority as permitted by the California Civil Code to approve a special assessment for unexpected significant expenses if they arise during the upcoming fiscal year.

A summary of the Reserve Funding Plan, which outlines major reserve expenditure component repairs, and an Executive Summary are enclosed. The Board has approved the reserve funding plan for the 2023-2024 fiscal year based on the Annual Reserve Study conducted by Association Reserves. RHHA Reserve accounts are funded through a portion of membership dues. Full copies of the reserve study can be obtained by RHHA members upon request for a nominal fee.

The Annual Reserve Study of RHHA's assets was completed in April 2023 following an on-site inspection in March 2023, as required by Davis Stirling. In 2022-2023, the association's reserve fund covered the following projects: painting the clubhouse exterior and deck posts to prevent building wear and tear, ongoing fire abatement of RHHA common area properties, and unanticipated expenses that included replacement of the pool fence damaged by a falling tree in winter snow, removal of downed trees on

RHHA common area properties due to snow , repair of marina parking lot due to erosion and replacement of a swimming pool pump. Major reserve expenses for the 2023-2024 fiscal year will include ongoing fire abatement and tree removal on RHHA common area properties, sealing of the marina parking lot and driveway, replacement of swimming pool equipment room gate, and a deck and balcony inspection as required by law.

Riviera Heights Homeowners' Association
Proposed Budget
 July 1, 2023 through June 30, 2024

Ordinary Income/Expense	<u>2023-2024</u>
Income	
Administrative Fee Income	5,000
Architectural Plan Fee	500
Clubhouse Rental	2,500
Document Prep Fee	750
Escrow Demand	3,000
Fines	25,000
HOA Dues	280,716
Interest Income Bank	5
Interest Income Charges	5,000
Key Replacement	2,250
Late Fees	6,917
Returned Check Charges	100
Social Committee Income	2,000
Transfer Ownership	5,250
Total Income	<u>338,988</u>
Gross Profit	
Expense	
Administrative Expenses	
Advertising & Promotion	100
Bank Charges	150
Filing Fees	35
Insurance	
Liability	10,800
Workers Comp	4,000
Total Insurance	<u>14,800</u>
Licenses & permits	800
Meetings/Events	1,500
Mileage/Transportation	600
Miscellaneous Expense/Konocti Fire Safe Council	1,000
Newsletter/Printing	3,000
Office Supplies	5,000
Postage & Delivery	5,500
Professional Fees	
Administrative Fees	500
CPA/Accounting	16,700
Legal Fees	2,500
Total Professional Fees	<u>19,700</u>
Subscriptions	1,800
Taxes	
Federal	100
Property	-
State	30
Total Taxes	<u>130</u>
Telephone/Internet/Fax	3,400
Uncollectible Accounts/Bad Debt	5,000
Website	500
Total Administrative Expenses	<u>63,015</u>
Operating Expenses	
Payroll Fees	300
Payroll Expenses	
Gross Wages	124,455

Payroll Taxes	
ETT	75
FICA	7,716
FUTA	500
MEDICARE	1,805
SUI	1,000
Total Payroll Taxes	11,096
Payroll Expenses - Other	3,000
Total Payroll Expenses	138,851
Property Maintenance	
Clubhouse\Grounds	
Alarm Service	750
Cleaning/Janitorial	150
Equipment Rental	250
Equipment Repairs	100
Outside Services-Clubhouse	1,000
Pest Control	825
Supplies\Materials	2,000
Total Clubhouse\Grounds	5,075
Marina	
Cleaning/Janitorial	900
Grounds/Repairs/Maintenance	500
Supplies/Materials	500
Total Marina	1,900
RHHA Community	
Outside Services-Fire Abatement	20,000
Total RHHA Community	20,000
Swimming Pool Area	
Chemicals-Supplies	4,300
Health Permit	325
Outside Services-Pool	6,000
Pool Equipment	250
Pool Furniture	1,000
Propane/Pool	3,000
Repair & Maint.	500
Supplies-Non chemical	250
Total Swimming Pool Area	15,625
Total Property Maintenance	42,600
Utilities	
168-7 Street Lights	1,440
404-9 PG&E Clubhouse	11,354
495-7 PG&E Marina	224
740-2 PG&E Pool	1,344
Propane/Clubhouse	200
Trash Removal	2,500
Water	4,500
Total Utilities	21,562
Total Operating Expenses	203,013
Total Expense	266,028
Net Ordinary Income	72,960
Other Income/Expense	
Other Income	
Bank Interest	-
Total Other Income	-
Other Expense	
Reserve Replacement Fund	72,960
Total Other Expense	72,960
Net Other Income	(72,960)
Net Income	-

RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION

Balance Sheet

As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
ARC Ckg - Umpqua Bank	4,025.00
Operating Ckg- Umpqua Bank 7901	137,132.21
Petty Cash	200.00
Reserve Checking 0573	4,492.46
Umpqua Money Mkt Savings	19,070.08
WestAmerica - Reserve Checking	128,088.12
Total Checking/Savings	293,007.87
Accounts Receivable	
Dues, Fines & Penalties	153,698.81
Total Accounts Receivable	153,698.81
Other Current Assets	
Allowance for Doubtful Accounts	15,614.22
Umpqua Bank CD 9829	103,396.84
Undeposited Funds	50.00
Total Other Current Assets	119,061.06
Total Current Assets	565,767.74
Fixed Assets	
Accumulated Depreciation	-124,318.22
Clubhouse	51,455.15
Equipment/Appliances	1,643.09
Land	825.00
Office Furn & Equipment	14,793.40
Pool/Marina/Other Imprvmts	77,355.06
Total Fixed Assets	21,753.48
TOTAL ASSETS	587,521.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,404.67
Total Accounts Payable	2,404.67
Other Current Liabilities	
ARC Performance Deposits	4,000.00
Deferred Income	
Deferred Income Fines	-941.24
Total Deferred Income	-941.24
Payroll Liabilities	1,442.30
Total Other Current Liabilities	4,501.06
Total Current Liabilities	6,905.73
Total Liabilities	6,905.73
Equity	
Membership Equity	392,953.76
Net Income	187,661.73
Total Equity	580,615.49
TOTAL LIABILITIES & EQUITY	587,521.22

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Accrual Basis

RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION

Profit & Loss Budget Performance - General Fund Only

March 2023

Ordinary Income/Expense	Mar 23	Budget	% of Budget	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
Income							
Administrative Fees	0.00	83.33	0.0%	3,400.00	750.01	453.3%	1,000.00
Architectural Plan Fees	0.00	0.00	0.0%	250.00	0.00	100.0%	500.00
Clubhouse Rental	0.00	83.33	0.0%	375.00	750.01	50.0%	1,000.00
Document Prep Fee	0.00			100.00			
Escrow Demand	400.00	250.00	160.0%	2,200.00	2,250.00	97.8%	3,000.00
Fines	0.00	1,250.00	0.0%	19,050.00	11,250.00	169.3%	15,000.00
HOA Dues	-327.74	0.00	100.0%	241,499.75	274,485.00	88.0%	274,485.00
Interest Income Bank	0.81	0.42	192.9%	4.24	3.74	113.4%	5.00
Interest Income Charged	400.33	1,111.11	36.0%	11,147.84	6,666.67	167.2%	10,000.00
Key Replacement	500.00	0.00	100.0%	2,250.00	1,500.00	150.0%	2,000.00
Late Fees	0.00	0.00	0.0%	6,307.50	5,220.00	120.8%	5,220.00
Misc. Income	0.00			188.45			
Returned Check Charges	25.00	0.00	100.0%	100.00	50.00	200.0%	50.00
Social Committee Income	90.00	83.33	108.0%	553.81	750.01	73.8%	1,000.00
Transfer Ownership	600.00	437.50	137.1%	4,950.00	3,937.50	125.7%	5,250.00
Total Income	1,688.40	3,299.02	51.2%	292,376.59	307,612.94	95.0%	318,510.00
Gross Profit	1,688.40	3,299.02	51.2%	292,376.59	307,612.94	95.0%	318,510.00
Expense							
Administrative Expenses							
Clearing Account	0.00	0.00	0.0%	0.00	75.00	0.0%	75.00
Advertising & Promotion	0.00	12.50	0.0%	116.05	112.50	103.2%	150.00
Bank Charges	0.00			595.00			
Computer Repairs	0.00	0.00	0.0%	0.00	35.00	0.0%	35.00
Filing Fees	0.00						
Insurance	0.00	1,833.33	0.0%	7,889.19	9,166.67	86.1%	11,000.00
Liability-State Farm	0.00	0.00	0.0%	3,803.60	0.00	100.0%	3,500.00
Workers Comp							
Total Insurance	0.00	1,833.33	0.0%	11,692.79	9,166.67	127.6%	14,500.00
Licenses & permits	0.00	0.00	0.0%	694.27	800.00	86.8%	800.00
Meetings/Events	51.75	208.33	24.8%	255.14	1,875.01	13.6%	2,500.00
Mileage/Transportation	51.09	33.33	153.3%	463.15	299.97	154.4%	399.96
Miscellaneous Expense	0.00			1,971.22			
Newsletter/Printing	287.55	0.00	100.0%	1,065.23	1,000.00	106.5%	4,000.00
Office Supplies	329.89	527.50	62.5%	3,682.93	4,747.50	77.6%	6,330.00
Outside Services-Office	0.00			150.00			
Postage & Delivery	1,019.48	458.33	222.4%	2,682.91	4,125.01	65.0%	5,500.00
Professional Fees							
Administrative Fees	0.00	20.83	0.0%	0.00	187.51	0.0%	250.00
Collection Costs	0.00			0.00	0.00	0.0%	0.00
CPA/Accounting	1,100.00	1,100.00	100.0%	13,290.00	13,200.00	100.7%	16,500.00

RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION

Profit & Loss Budget Performance - General Fund Only

March 2023

	Mar 23	Budget	% of Budget	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
Legal Fees	0.00	333.33	0.0%	30,840.73	3,000.01	1,028.0%	4,000.00
Total Professional Fees	1,100.00	1,454.16	75.6%	44,130.73	16,387.52	269.3%	20,750.00
Rescinded Fines	0.00	416.67	0.0%	10,900.00	3,749.99	290.7%	5,000.00
Subscriptions	99.98	108.33	92.3%	1,176.91	975.01	120.7%	1,300.00
Taxes							
Federal	0.00	0.00	0.0%	0.00	100.00	0.0%	100.00
Property	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
State	0.00	0.00	0.0%	0.00	30.00	0.0%	30.00
Total Taxes	0.00	0.00	0.0%	0.00	130.00	0.0%	130.00
Telephone/Internet/Fax	272.17	375.00	72.6%	4,320.66	3,375.00	128.0%	4,500.00
Uncollectible Accounts/Bad Debt	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
Website	199.00	41.67	477.6%	271.25	374.99	72.3%	500.00
Total Administrative Expenses	3,410.91	5,469.15	62.4%	84,168.24	47,229.17	178.2%	71,469.96
Operating Expenses							
Payroll Expenses							
Payroll Fees	20.00	0.00	100.0%	182.00	140.00	130.0%	140.00
Gross Wages	6,090.19	8,750.00	69.6%	72,261.32	78,750.00	91.8%	105,000.00
Payroll Taxes							
ETT	1.68	6.25	26.9%	43.75	56.25	77.8%	75.00
FICA	377.59	542.50	69.6%	4,497.18	4,882.50	92.1%	6,510.00
FUTA	10.05	33.33	30.2%	435.73	300.01	145.2%	400.00
MEDICARE	88.30	126.92	69.6%	1,051.77	1,142.24	92.1%	1,523.00
SUI	25.14	83.33	30.2%	656.19	750.01	87.5%	1,000.00
Total Payroll Taxes	502.76	792.33	63.5%	6,684.62	7,131.01	93.7%	9,508.00
Payroll Expenses - Other	250.00			2,273.98			
Total Payroll Expenses	6,862.95	9,542.33	71.9%	81,401.92	86,021.01	94.6%	114,648.00
Property Maintenance							
Clubhouse/Grounds							
Alarm Service	662.14	59.58	1,111.3%	1,181.74	536.26	220.4%	715.00
Building Repairs	0.00	41.67	0.0%	0.00	374.99	0.0%	500.00
Cleaning/Janitorial	0.00			129.39			
Equipment Rental	0.00	0.00	0.0%	0.00	250.00	0.0%	250.00
Equipment Repairs	0.00	0.00	0.0%	70.31	120.00	58.6%	120.00
Outside Services-Clubhouse	0.00	208.33	0.0%	999.00	1,875.01	53.3%	2,500.00
Pest Control	0.00	0.00	0.0%	255.00	700.00	36.4%	1,050.00
Supplies/Materials	37.37	166.67	22.4%	1,003.43	1,499.99	66.9%	2,000.00
Total Clubhouse/Grounds	699.51	476.25	146.9%	3,638.87	5,356.25	67.9%	7,135.00
Marina							

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04/26/23

Accrual Basis

RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION

Profit & Loss Budget Performance - General Fund Only

March 2023

	Mar 23	Budget	% of Budget	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
Cleaning/Janitorial	75.08	54.17	138.6%	611.37	487.49	125.4%	650.00
Grounds/Repairs/Maintenance	61.76	0.00	100.0%	61.76	500.00	12.4%	500.00
Outside Services-Marina	0.00	83.33	0.0%	0.00	750.01	0.0%	1,000.00
Supplies/Materials	0.00	41.67	0.0%	208.04	374.99	55.5%	500.00
Total Marina	136.84	179.17	76.4%	881.17	2,112.49	41.7%	2,650.00
RHHA Community							
Outside Services-Fire Abatement	0.00	1,833.33	0.0%	7,127.50	16,500.01	43.2%	22,000.00
Total RHHA Community	0.00	1,833.33	0.0%	7,127.50	16,500.01	43.2%	22,000.00
Swimming Pool Area							
Chemicals-Supplies	0.00	0.00	0.0%	2,718.61	2,520.00	107.9%	4,200.00
Health Permit	0.00	0.00	0.0%	315.00	0.00	100.0%	275.00
Outside Services-Pool	625.00	508.33	123.0%	3,825.00	4,575.01	83.6%	6,100.00
Pool Equipment	0.00	0.00	0.0%	0.00	0.00	0.0%	250.00
Pool Furniture	0.00	0.00	0.0%	293.81	0.00	100.0%	1,000.00
Propane/Pool	0.00	0.00	0.0%	950.93	2,500.00	38.0%	5,000.00
Repair & Maint.	0.00	41.67	0.0%	0.00	374.99	0.0%	500.00
Supplies-Non chemical	0.00	0.00	0.0%	64.45	0.00	100.0%	250.00
Total Swimming Pool Area	625.00	550.00	113.6%	8,167.80	9,970.00	81.9%	17,575.00
Total Property Maintenance	1,461.35	3,038.75	48.1%	19,815.34	33,938.75	58.4%	49,360.00
Utilities							
168-7 Street Lights	114.52	125.00	91.6%	1,013.26	1,125.00	90.1%	1,500.00
404-9 PG&E Clubhouse	1,157.97	750.00	154.4%	8,188.34	6,750.00	121.3%	9,000.00
495-7 PG&E Marina	-7.48	25.00	-29.9%	161.27	225.00	71.7%	300.00
740-2 PG&E Pool	37.05	91.67	40.4%	968.76	824.99	117.4%	1,100.00
Propane/Clubhouse	0.00	0.00	0.0%	109.11	0.00	100.0%	600.00
Trash Removal	180.70	175.00	103.3%	1,744.84	1,575.00	110.8%	2,100.00
Water	0.00	0.00	0.0%	4,976.82	3,333.34	149.3%	5,000.00
Total Utilities	1,482.76	1,166.67	127.1%	17,162.40	13,833.33	124.1%	19,600.00
Total Operating Expenses	9,807.06	13,747.75	71.3%	118,379.66	133,793.09	88.5%	183,608.00
Total Expense	13,217.97	19,216.90	68.8%	202,547.90	181,022.26	111.9%	255,077.96
Net Ordinary Income	-11,529.57	-15,917.88	72.4%	89,828.69	126,590.68	71.0%	63,432.04
Other Income/Expense							
Other Income	0.00			90,669.43			
Other Income	0.00			90,669.43			
Total Other Income	0.00			90,669.43			
Other Expense							

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04/26/23

Accrual Basis

RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION
Profit & Loss Budget Performance - General Fund Only
March 2023

	Mar 23	Budget	% of Budget	Jul '22 - Mar 23	YTD Budget	% of Budget	Annual Budget
Reserve Replacement Fund	0.00	0.00	0.0%	0.00	31,716.00	0.0%	63,432.00
Total Other Expense	0.00	0.00	0.0%	0.00	31,716.00	0.0%	63,432.00
Net Other Income	0.00	0.00	0.0%	90,669.43	-31,716.00	-285.9%	-63,432.00
Net Income	-11,529.57	-15,917.88	72.4%	180,498.12	94,874.68	190.2%	0.04



Reserve Study Executive Summary

With-Site-Visit

Riviera Heights HOA

Kelseyville, CA

Level of Service: Update "With-Site-Visit"

Report #: 30952-6

of Units: 628

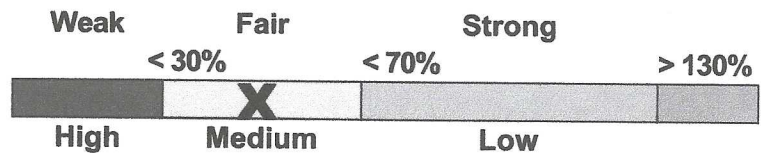
July 1, 2023 through June 30, 2024

Findings & Recommendations

as of July 1, 2023

Projected Starting Reserve Balance	\$267,693
Current Fully Funded Reserve Balance	\$548,668
Average Reserve Deficit (Surplus) Per Unit	\$447
Percent Funded	48.8 %
Recommended 2023/24 "Monthly Fully Funding Contributions"	\$6,080
2022/23 Monthly Contribution Rate	\$5,286

Reserve Fund Strength: 48.8%



Risk of Special Assessment:

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves1.50 %

Annual Inflation Rate4.00 %

- This is an Update "With-Site-Visit" Reserve Study.
- The information in this Reserve Study is based on our site inspection on 3/13/2023.
- This Reserve Study was prepared by or under the supervision of, a credentialed Reserve Specialist (RS).
- Because your Reserve Fund is at 48.8 % 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 contribution rate, our recommendation is for you to increase your Reserve contributions to \$6,080/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 # 30952-6
With-Site-Visit

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
Clubhouse Building				
101	Balcony & Deck - Inspection	9	0	\$3,655
109	Clubhouse Deck - Repair/Replace	30	21	\$47,600
303	HVAC Units - Replace	12	5	\$27,750
305	Security System - Replace (Club)	5	3	\$2,455
323	Exterior Lights - Replace	25	3	\$5,305
508	Deck Railings - Repair	25	24	\$8,800
701	Clubhouse Main Doors - Replace	30	5	\$4,965
702	Clubhouse Entry Doors - Replace	30	5	\$14,800
703	Entry/Access Doors - Replace	25	3	\$6,695
803	Water Heater - Replace	20	0	\$3,105
905	Ping-Pong Room - Refurbish/Remodel	15	10	\$3,100
911	Kitchen Appliances - Replace	15	4	\$9,290
942	Clubhouse - Refurbish/Remodel	15	7	\$18,500
1110	Clubhouse Int. Surfaces - Repaint	15	7	\$5,590
1116	Clubhouse Ext. Surfaces - Repaint	7	6	\$8,300
1117	Clubhouse Ext. Surfaces - Repair	7	6	\$1,790
1118	Deck Railings - Repaint	7	0	\$2,310
1303	Comp Shingle Roof - Replace	30	16	\$24,850
1307	Flat Roof - Replace	20	6	\$2,055
1312	Gutters/Downspouts - Replace	30	16	\$4,165
1314	Skylights - Replace	30	22	\$9,470
Clubhouse Common Areas				
201	Clubhouse Asphalt - Remove/Replace	40	18	\$111,000
202	Clubhouse Asphalt - Overlay	40	3	\$57,150
203	Clubhouse Asphalt - Seal/Repair	4	0	\$3,905
320	Pole Lights - Replace	40	30	\$5,180
408	Club Picnic Tables/Benches-Replace	25	3	\$3,375
503	Metal Railings - Replace	40	32	\$4,185
710	Clubhouse Entry Gate - Replace	40	14	\$5,590
1810	Plumbing - Repairs	2	1	\$2,180
1811	Plumbing - Replace	10	3	\$9,695
1812	Septic System - Repair/Replace	10	4	\$12,410
Pool Area				
504	Pool Equip. Gate - Replace	40	0	\$2,485
515	Pool Fence/Gates - Replace	40	14	\$11,160
908	Pool Bathrooms - Refurbish/Remodel	15	8	\$17,300
1201	Pool Deck - Resurface	20	1	\$14,350

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1203	Pool - Resurface	12	3	\$38,500
1206	Pool Filters - Replace	15	12	\$5,675
1208	Pool Heater - Replace	10	3	\$11,700
1210	Pool Pump - Replace	10	4	\$2,745
1218	Pool Rails - Replace	40	14	\$4,965
1219	Pool Furniture - Replace	10	2	\$11,160
Marina				
201	Marina Asphalt Drive-Remove/Replace	40	12	\$105,500
201	Marina Asphalt Lot - Remove/Replace	40	18	\$74,500
202	Marina Asphalt Drive - Overlay	40	32	\$39,750
202	Marina Asphalt Lot - Overlay	40	1	\$5,460
203	Marina Asphalt Drive - Seal/Repair	4	0	\$6,000
203	Marina Asphalt Lot - Seal/Repair	4	0	\$4,000
305	Security System - Replace (Marina)	10	7	\$4,370
409	Marina Picnic Tables - Replace	25	4	\$4,475
526	Retaining Walls - Repair	14	11	\$16,400
709	Marina Entry Gate - Replace	40	2	\$5,590
909	Marina Bathrooms - Refurb/Remodel	15	7	\$11,160
1704	Dock Pilings - Replace	30	27	\$5,460
1709	Dock Float - Repair/Replace	20	17	\$10,190
1710	Dock Ramp - Major Repair	30	27	\$8,180
1710	Dock Ramp - Minor Repair	10	4	\$4,720
1711	Marina Pier Dock - Repair/Replace	30	27	\$92,800
1712	Marina Railing - Repair/Replace	25	22	\$11,300
1750	Gazebo - Repair/Replace	25	3	\$4,190
1810	Plumbing - Repairs	2	1	\$2,730
General Common Areas				
103	Concrete Walkways - Repair	10	2	\$4,565
1008	Trees - Trim/Remove	1	0	\$9,285
1403	Monument Signs - Replace	20	19	\$5,255
1830	Fire Abatement - Maintenance	1	0	\$12,500
1841	Flood Control - Waterbars	5	1	\$1,240
1850	CC&Rs - Update/Revise	10	2	\$10,915
1925	Reserve Study - Update	1	0	\$1,020

67 Total Funded Components

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

PO Box 2915
Bloomington IL 61702-2915

Named Insured

AT2

000222 3125

M-02-2935-FBA4 F V

RIVIERA HEIGHTS
HOMEOWNERS ASSOCIATION
3040 RIVIERA HEIGHTS DR
KELSEYVILLE CA 95451-9009



RENEWAL DECLARATIONS

Policy Number 97-F6-0918-6

Policy Period 12 Months
Effective Date MAR 26 2023
Expiration Date MAR 26 2024
The policy period begins and ends at 12:01 am standard time at the premises location.

Agent and Mailing Address
NANETTE DUTCHER CPCU, CLU, CHF
2170 S MAIN ST
LAKEPORT CA 95453-5620

PHONE: (707) 263-7142

Residential Community Association Policy

Automatic Renewal - If the policy period is shown as 12 months, this policy will be renewed automatically subject to the premiums, rules and forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in compliance with the policy provisions or as required by law.

Entity: Corporation

NOTICE: Information concerning changes in your policy language is included. Please call your agent if you have any questions.

POLICY PREMIUM

\$ 10,601.00

Discounts Applied:
Renewal Year
Protective Devices
Claim Record

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JAN 11 2023
CMP-4000

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RENEWAL DECLARATIONS (CONTINUED)

Residential Community Association Policy for RIVIERA HEIGHTS
 Policy Number 97-F6-0918-6

SECTION I - PROPERTY SCHEDULE

Location Number	Location of Described Premises	Limit of Insurance*	Limit of Insurance*
		Coverage A - Buildings	Coverage B - Business Personal Property
001	3040 RIVIERA HEIGHTS DR KELSEYVILLE CA 95451-9009	No Coverage	No Coverage

AUXILIARY STRUCTURES

Location Number	Description	Limit of Insurance*	Limit of Insurance*
		Coverage A - Buildings	Coverage B - Business Personal Property
001A	CLUBHOUSE		
001B	BATHHOUSE	\$ 1,333,100	\$ 69,200
001C	Pool	\$ 27,800	See Prop Sch
001D	PIER	\$ 110,400	See Prop Sch
001E	BBQ	\$ 172,200	See Prop Sch
		\$ 7,400	See Prop Sch

* As of the effective date of this policy, the Limit of Insurance as shown includes any increase in the limit due to Inflation Coverage.

SECTION I - INFLATION COVERAGE INDEX(ES)

Inflation Coverage Index:

264.0



0207-ST-0001

SECTION I - DEDUCTIBLES

Basic Deductible	\$5,000		
Special Deductibles:			
Money and Securities	\$250	Employee Dishonesty	\$250
Equipment Breakdown	\$2,500		

Other deductibles may apply - refer to policy.

SECTION I - EXTENSIONS OF COVERAGE - LIMIT OF INSURANCE - EACH DESCRIBED PREMISES

The coverages and corresponding limits shown below apply separately to each described premises shown in these Declarations, unless indicated by "See Schedule." If a coverage does not have a corresponding limit shown below, but has "Included" indicated, please refer to that policy provision for an explanation of that coverage.

COVERAGE	LIMIT OF INSURANCE
Collapse	Included
Damage To Non-Owned Buildings From Theft, Burglary Or Robbery	Coverage B Limit
Debris Removal	25% of covered loss
Equipment Breakdown	Included
Fire Department Service Charge	\$5,000
Fire Extinguisher Systems Recharge Expense	\$5,000
Glass Expenses	Included
Increased Cost Of Construction And Demolition Costs (applies only when buildings are insured on a replacement cost basis)	10%
Newly Acquired Business Personal Property (applies only if this policy provides Coverage B - Business Personal Property)	\$100,000
Newly Acquired Or Constructed Buildings (applies only if this policy provides Coverage A - Buildings)	\$250,000

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RENEWAL DECLARATIONS (CONTINUED)

Residential Community Association Policy for RIVIERA HEIGHTS.
 Policy Number 97-F6-0918-6

Ordinance Or Law - Equipment Coverage	Included
Preservation Of Property	30 Days

SECTION I - EXTENSIONS OF COVERAGE - LIMIT OF INSURANCE - EACH COMPLEX

The coverages and corresponding limits shown below apply separately to each complex as described in the policy.

COVERAGE	LIMIT OF INSURANCE
Accounts Receivable	
On Premises	
Off Premises	\$50,000
Arson Reward	\$15,000
Forgery Or Alteration	\$5,000
Money And Securities (Off Premises)	\$10,000
Money And Securities (On Premises)	\$5,000
Money Orders And Counterfeit Money	\$10,000
Outdoor Property	\$1,000
Personal Effects (applies only to those premises provided Coverage B - Business Personal Property)	\$5,000
Personal Property Off Premises	\$2,500
Pollutant Clean Up And Removal	\$15,000
Property Of Others (applies only to those premises provided Coverage B - Business Personal Property)	\$10,000
Signs	\$2,500
Valuable Papers And Records	\$2,500
On Premises	
Off Premises	\$10,000
	\$5,000



0307-ST-0001

SECTION I - EXTENSIONS OF COVERAGE - LIMIT OF INSURANCE - PER POLICY

The coverages and corresponding limits shown below are the most we will pay regardless of the number of described premises shown in these Declarations.

COVERAGE	LIMIT OF INSURANCE
Back-Up of Sewer or Drain	Included
Employee Dishonesty	\$25,000
Loss Of Income And Extra Expense	Actual Loss Sustained - 12 Months

SECTION II - LIABILITY

COVERAGE	LIMIT OF INSURANCE
Coverage L - Business Liability	\$3,000,000
Coverage M - Medical Expenses (Any One Person)	\$5,000
Damage To Premises Rented To You	\$300,000
Directors And Officers Liability	\$3,000,000
AGGREGATE LIMITS	
Products/Completed Operations Aggregate	\$6,000,000
General Aggregate	\$6,000,000
Directors and Officers Aggregate	\$3,000,000

Each paid claim for Liability Coverage reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II - Liability in the Coverage Form and any attached endorsements.

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RENEWAL DECLARATIONS (CONTINUED)

Residential Community Association Policy for RIVIERA HEIGHTS
 Policy Number 97-F6-0918-6

Your policy consists of these Declarations, the BUSINESSOWNERS COVERAGE FORM shown below, and any other forms and endorsements that apply, including those shown below as well as those issued subsequent to the issuance of this policy.

FORMS AND ENDORSEMENTS

CMP-4101	Businessowners Coverage Form
FE-6999.3	*Terrorism Insurance Cov Notice
CMP-4814	Directors & Officers Liability
CMP-4828	Extra Replacement Cost
CMP-4696	Residential Community Assoc
CMP-4746.1	Hired Auto Liability
CMP-4710	Employee Dishonesty
CMP-4508	Money and Securities
CMP-4705.2	Loss of Income & Extra Expense
CMP-4864	Building Ordinance or Law Cov.
CMP-4260.1	Amendatory Endorsement-CA
CMP-4261	Amendatory Endorsement
FD-6007	Inland Marine Attach Dec
	* New Form Attached

This policy is issued by the State Farm General Insurance Company.

Participating Policy

You are entitled to participate in a distribution of the earnings of the company as determined by our Board of Directors in accordance with the Company's Articles of Incorporation, as amended.

In Witness Whereof, the State Farm General Insurance Company has caused this policy to be signed by its President and Secretary at Bloomington, Illinois.

Lynne M. Youell
 Secretary

Thomas Conley
 President

RENEWAL DECLARATIONS (CONTINUED)

Residential Community Association Policy for RIVIERA HEIGHTS
Policy Number 97-F6-0918-6

IMPORTANT NOTICE:

California law requires us to provide you with information for filing complaints with the State Insurance Department regarding the coverage and service provided under this policy.

Your agent's name and contact information are provided on the front of this document. Another option is to reach out by mail or phone directly to:

State Farm® Executive Customer Service
PO Box 2320
Bloomington IL 61702
Phone # 1-800-STATEFARM (1-800-782-8332)

Department of Insurance complaints should be filed only after you and State Farm or your agent or other company representative have failed to reach a satisfactory agreement on a problem.

California Department of Insurance
Consumer Services Division
300 South Spring Street
Los Angeles, CA 90013
Phone # 1-800-927-HELP (4357) or visit www.insurance.ca.gov/01-consumers

NOTICE TO POLICYHOLDER:

For a comprehensive description of coverages and forms, please refer to your policy. Policy changes requested before the "Date Prepared", which appear on this notice, are effective on the Renewal Date of this policy unless otherwise indicated by a separate endorsement, binder, or amended declarations. Any coverage forms attached to this notice are also effective on the Renewal Date of this policy. Policy changes requested after the "Date Prepared" will be sent to you as an amended declarations or as an endorsement to your policy. Billing for any additional premium for such changes will be mailed at a later date. If, during the past year, you've acquired any valuable property items, made any improvements to insured property, or have any questions about your insurance coverage, contact your State Farm agent. Please keep this with your policy.

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RENEWAL DECLARATIONS (CONTINUED)

Residential Community Association Policy for RIVIERA HEIGHTS
Policy Number 97-F6-0918-6

Your coverage amount....

It is up to you to choose the coverage and limits that meet your needs. We recommend that you purchase a coverage limit equal to the estimated replacement cost of your structure. Replacement cost estimates are available from building contractors and replacement cost appraisers, or, your agent can provide an estimate from Xactware, Inc.[®] using information you provide about your structure. We can accept the type of estimate you choose as long as it provides a reasonable level of detail about your structure. State Farm[®] does not guarantee that any estimate will be the actual future cost to rebuild your structure. Higher limits are available at higher premiums. Lower limits are also available, as long as the amount of coverage meets our underwriting requirements. We encourage you to periodically review your coverages and limits with your agent and to notify us of any changes or additions to your structure.

INSURANCE COMPANY WITH HOME OFFICES IN BLOOMINGTON, ILLINOIS
Po Box 2915
Bloomington IL 61702-2915

Named Insured

M-02-2935-FBA4 F V

RIVIERA HEIGHTS
HOMEOWNERS ASSOCIATION
3040 RIVIERA HEIGHTS DR
KELSEYVILLE CA 95451-9009

INLAND MARINE ATTACHING DECLARATIONS

Policy Number 97-F6-0918-6

Policy Period	Effective Date	Expiration Date
12 Months	MAR 26 2023	MAR 26 2024

The policy period begins and ends at 12:01 am standard time at the premises location.

ATTACHING INLAND MARINE

Automatic Renewal - If the policy period is shown as 12 months, this policy will be renewed automatically subject to the premiums, rules and forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in compliance with the policy provisions or as required by law.

Annual Policy Premium Included

The above Premium Amount is included in the Policy Premium shown on the Declarations.

Your policy consists of these Declarations, the INLAND MARINE CONDITIONS shown below, and any other forms and endorsements that apply, including those shown below as well as those issued subsequent to the issuance of this policy.

Forms, Options, and Endorsements

FE-6271	Amendatory Endorsement
FE-8739	Inland Marine Conditions
FE-8745	Inland Marine Computer Prop

See Reverse for Schedule Page with Limits

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JAN 11 2023
FD-6007

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ATTACHING INLAND MARINE SCHEDULE PAGE

ATTACHING INLAND MARINE

ENDORSEMENT NUMBER	COVERAGE	LIMIT OF INSURANCE	DEDUCTIBLE AMOUNT	ANNUAL PREMIUM
FE-8745	Inland Marine Computer Prop	\$ 10,000	\$ 500	Included
	Loss of Income and Extra Expense	\$ 10,000		Included