

**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](mailto: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](http://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](http://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](http://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