



Kentwood Home Guardians

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www.kentwoodhomeguardians.com

Kentwood Home Guardians

ANNUAL POLICY STATEMENT

(per Civil Code §5310)

Adopted April 14, 2021

Kentwood Home Guardians is providing this Annual Policy Statement to provide information to its members about KHG's policies in compliance with the Davis-Stirling Common Interest Development Act, Civil Code §§4000 et seq.

WHERE THIS POLICY STATEMENT INCLUDES A SUMMARY OF ANOTHER DOCUMENT, THE FULL DOCUMENT IS AVAILABLE UPON WRITTEN REQUEST OF A MEMBER AT NO COST TO THE MEMBER. THE REQUEST SHOULD BE SUBMITTED IN WRITING TO KHG, ATTN: OFFICE MANAGER, 8921 S. SEPULVEDA BLVD., STE 118, WESTCHESTER, CA 90045.

- 1. Official Communications to KHG.** The name and address of the person designated to receive official communications for KHG is our Office Manager on behalf of Kentwood Home Guardians, 8921 S. Sepulveda Blvd., Ste 118, Westchester, CA 90045. (Civil Code §5310(a)(1)). KHG will only receive official communications by first-class mail, postage prepaid, registered or certified mail, express mail, overnight delivery by a recognized courier or personal delivery pursuant to Civil Code §4035(b)(3). ***Please always check KHG's website – www.kentwoodhomeguardians.com – to confirm the address hasn't changed.*** (Civil Code §5310(a)(1)).
- 2. Secondary Member Address Option.** Upon request of a KHG member delivered in writing to KHG, a member may identify a secondary address for delivery of notices specified in Civil Code §4040 to the member. Each member may designate up to two different specified addresses for delivery of such notices. (Civil Code §5310(a)(2)). Please note that Form 4041 to advise of a secondary address was included in a Special Mailing sent to each member in April 2018. A copy of the form can be found on our website at www.kentwoodhomeguardians.com/form-4041. There is no need to send this form to KHG unless you want to have notices sent to an address other than your Kentwood property address. ***Please further note that it is your legal obligation to keep our office apprised of an address where you are accepting KHG-related mail, if that address is other than the property address.***
- 3. General Notices From KHG.** For notices not required by law to be mailed (notices pursuant to Civil Code §4045(a)(3)), KHG's designated location is KHG's website – www.KentwoodHomeGuardians.com – on the "news" page (the "blog"). There is an option to subscribe to the blog to receive new posts by email. Refer to the website or email the Office Manager for help subscribing. (Civil Code §5310(a)(3)).
- 4. Requests for Individual Delivery of General Notices.** A member may request to receive general notices from KHG by individual delivery pursuant to Civil Code §4040. That request must be made in writing and delivered to Kentwood Home Guardians, 8921 S. Sepulveda Blvd., Ste 118, Westchester, CA 90045. ***Please always check KHG's website –***



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5. **Right to Receive Minutes.** Each member has a right to receive copies of meeting minutes pursuant to Civil Code §4950(b). These are minutes of open Board of Directors' meetings which are made available within 30 days of the meeting. Minutes are available on KHG's website, and copies will be made available to any member upon request and upon reimbursement of KHG's costs for copying and mailing. (Civil Code §5310(a)(5)).
6. **Assessment Collection Policies.** KHG's Collection Policy is a statement of our collection policy and procedures related to assessments, as required by Civil Code §5310(a)(6), and is a separate enclosure to this Annual Policy Statement. The Collection Policy can also be found on KHG's website at www.KentwoodHomeGuardians.com/rules. (Civil Code §5310(a)(6)).
7. **Lien Rights and Assessment Default Remedies.** The statement describing KHG's policy and practices in enforcing lien rights and other legal remedies for default in the payment of assessments is incorporated in Item #6 above. (Civil Code §5310(a)(7)).
8. **Discipline Policy/Penalties.** KHG's Discipline Policy & Penalties is currently in draft form and was mailed to members in a Special Mailing in April 2018. Comments from members were collected on KHG's website. Revisions were recommended, but haven't yet been adopted.
9. **Dispute Resolution Procedures.** Summaries of KHG's Dispute Resolution Procedures pursuant to Civil Code §§5920 (Internal Dispute Resolution) and 5965 (Alternative Dispute Resolution) are included as separate enclosures to this Annual Policy Statement. (Civil Code §5310(a)(9)).
10. **Architectural Control and Changes.** Modifications to members properties require prior written application to and written approval from KHG. (Civil Code §4765). KHG's architectural control role and authority is described in each tract's Declarations of Protective Restrictions (DPRs), which can be found on KHG's website. (Civil Code §5310(a)(5)). More information on KHG's Architectural Review Requirements can be found on KHG's website at KentwoodHomeGuardians.com/about/architectural-requirements.
11. **Overnight Payment of Assessments.** The mailing address for overnight payment of assessments is Kentwood Home Guardians (Attn: Office Manager), 8921 S. Sepulveda Blvd., Ste 118, Westchester, CA 90045. (Civil Code §5310(a)(11)) (***confirm address on website***).

Please see the enclosures distributed with this Statement for other important Annual Policy Statement information. Also, please see KHG's **Annual Budget Report** for important information regarding KHG's finances, reserves and insurance coverages.

Enclosures:

1. Statement of Assessment Collection Policies (including Lien Rights) (Civil Code §5730)
2. Summaries of IDR & ADR Procedures (Civil Code §§5920, 5965)
3. Summary of Requirements for KHG Approval of Exterior Modifications to Property (Civil Code §4765)