

RECEIVED NOV 20 2006

# CIRCLE "E" ASSOCIATION

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Newsletter • November 2006

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**2007 Annual Budget and Assessment:** A copy of the adopted 2007 Annual Budget and Assessment is enclosed in accordance with the Association's governing documents and Civil Code Section 1365(a). As of December 31, 2006, the Association is projected to have total cash reserves in the amount of \$54,985.00 set aside for the future replacement costs of the major components in the Community representing 100% of the funding liability of reserves. The Board does not anticipate that special assessments will be required to repair, replace or restore any major component or to provide adequate reserves therefore. Reserves to defray the future repair, replacement or restoration of the major components have been calculated and established in accordance with the Reserve Study prepared by John D Beatty & Company. The estimated reserve needs and contributions for 2007 are equal to the total reserves stated.

The regular annual assessments for 2007 are hereby established and levied against each lot in the amount of \$840.00. This amount shall be collected in four (4) equal monthly installments in the amount of \$210.00.

**Architectural Review Procedures:** In accordance with Civil Code Section 1378, any changes, additions, alterations or modifications to your home or property require the written approval of the Association's Architectural Committee. The procedures for reviewing applications can be found in the Association's adopted Architectural Review Rules and Guidelines previously provided to all owners. If you have misplaced these guidelines or have questions regarding the Architectural Review process, please contact Management.

**Assessment Collection Policy:** Enclosed is an Annual Notice to Members and a copy of the Association's adopted "Assessment Collection Policy" for the collection of the quarterly installments of the Annual Assessment levied against the owners interest in the Community. **You should carefully review this policy.**

**Master Insurance Policy:** The Association carries the property and liability policies detailed in the attached Insurance Disclosure for the Association owned common areas and improvements. If you or your lender require an insurance certificate or have questions on coverages included, please contact the Association's agent, Dave Anderson at (925) 855-3270.

**Enforcement Procedures and Fines:** A summary of the Association's Enforcement Procedures and Fine Schedule is attached for your review.

**Alternative Dispute Resolution:** A summary of Sections 1354, 1363.810 – 1363.850 and 1369.510 – 1369.590 of the Civil Code regarding your rights and procedures to sue the Association or another member of the Association regarding the enforcement of the governing documents is also enclosed for your review.

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2151 Salvio Street, Suite 333, Concord, CA 94520  
(800) 966-1506 • (925) 681-4000 • (925) 681-2490 Fax  
Email: [infocon@vierramoore.com](mailto:infocon@vierramoore.com)  
[www.circle-e.org](http://www.circle-e.org)

**Board of Directors Meeting Minutes:** A copy of all minutes of the Board of Director's Meetings of the Association are available to any member who requests them in writing. A nominal fee of \$5.00 per set of minutes is charged to cover the costs of copying, handling and mailing.

**Holiday:** The offices of VierraMoore, Inc. will be closed November 23<sup>rd</sup> and 24<sup>th</sup>, December 25<sup>th</sup> and January 1<sup>st</sup> in observance of the holidays. The Staff wishes everyone a safe and happy holiday season!

**Election Rules:** The Board of Directors will be adopting the attached revision to the Association's governing documents, drafted to comply with the legal requirements specified in the Association's Bylaws and in Civil Code 1363.03 and 1363.04. If you have any comments please submit them in writing to the address, fax or email address referenced below by December 15, 2006.

**Front Yard Landscape:** The Association is responsible for the maintenance of the common area landscaping, including the front yard landscaping. No alterations or additions to the front yard of a lot may be made without the prior approval of the Architectural Review Committee. The front yard irrigation timers are to be adjusted by authorized personnel only. The system cannot be used to regulate the backyard irrigation system. Minor improvements, such as flowers, may be installed in the front yards as long as they do not interfere with the irrigation system and are maintained by the resident.

**Have A Question?** Should you have any questions, need help clarifying issues (including the Association's CC&R's, Owners Manual or any of the adopted policies), want to relay information to the developers or have follow up suggestions, please feel free to contact us at the number/email below. For questions regarding your dues, escrow or refinance, please call (800) 696-7027.

**City Maintained Landscape:** As some owners are not aware, please be reminded that the City of San Ramon maintains the landscaping at the entrance to the community along Pine Valley Road, to the side of the community along Terraced Hills Circle, and the detention pond. Some owners have noticed the areas looking unkempt and then are reporting it to management at the phone number or email address below and we thank them for their active participation in the community. Every call management receives regarding these areas are forwarded to the City. If you would like to report concerns regarding these areas to the City directly, you can contact Landscape Manager Victor Mendoza by phone at 973-2811 or fax your service request to 735-7822 Fax.

**Next Meeting Date:** The next regular Board of Directors meeting has been scheduled to be held Thursday, January 18, 2006 at 18 Terraced Hills Circle. The Board may hold periodic Executive Sessions prior to the meeting or when needed for the purpose of disciplinary action for violation enforcement.

CIRCLE E ASSOCIATION  
 2007 BUDGET  
 74 LOTS  
 EFFECTIVE JANUARY 1, 2007

DESCRIPTION	MONTHLY UNIT TOTAL	MONTHLY TOTAL	TOTAL ANNUAL
<b>INCOME</b>			
Assessments	70.00	5,180.00	62,160
Excess Income	2.00	148.00	1,776
<b>TOTAL INCOME</b>	<b>72.00</b>	<b>5,328.00</b>	<b>63,936</b>
<b>EXPENSES</b>			
Franchise Taxes	0.03	2.08	25
Insurance	3.27	241.67	2,900
Electricity	4.50	333.33	4,000
Water	2.48	183.33	2,200
Web Site	0.16	11.95	143
Landscape Area	33.18	2,455.00	29,460
Street Sweeping	1.08	80.00	960
Minor Repairs	0.23	16.67	200
Management	11.00	814.00	9,768
Legal Services	0.83	61.67	740
Reserve Study	0.68	50.00	600
Accounting	1.13	83.33	1,000
Reserves Per Study	13.17	974.58	11,695
Misc. Contingency	0.28	20.42	245
<b>TOTAL EXPENSES</b>	<b>72.00</b>	<b>5,328.00</b>	<b>63,936</b>