

MOUNTAIN VALLEY ASSOCIATION

11408 Halter Drive
Tehachapi, CA 93561
(661) 825-4MVA

7

COVID-19 Prevention Program (CPP) for Mountain Valley Association

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

December 14, 2020

Authority and Responsibility

President has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees, including volunteers, are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and volunteers are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Employees are encouraged to discuss Covid-19 policies and procedures with the President. Employees are also encouraged to convey their observations and suggestions regarding Covid-19 hazard mitigation efforts.

www.mymva.org
president@mymva.org treasurer@mymva.org secretary@mymva.org

Employee screening

We screen our employees by: Employees and other workers (contractors, consultants, etc.) shall self screen in accordance with CDC guidelines and shall NOT report to work if the employee has symptoms of Covid-19 as described by the CDC, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea. In addition, employees shall NOT report to work if the employee has been diagnosed with Covid-19 and has not yet been released from isolation or if, within the past 14 days, the employee has had contact someone who has been diagnosed with Covid-19 and is considered potentially infectious (i.e. still on isolation).

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assessed by the President and correction time frames assigned, accordingly. The President shall make a follow-up review following the assigned correction time frame.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Reducing on-site meetings to only necessary meetings and only necessary attendees to ensure physical distance. Hold meetings outside when conditions allow.
- Visual cues such as signs to indicate where employees and others should be located.
- Staggered arrival, departure, work, and break times.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide new, disposable face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- HVAC filter will be replaced monthly.
- Employees are encouraged to open windows when weather permits.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Employees shall have access to cleaning and sanitizing supplies and shall be provided adequate time for cleaning and disinfecting activities.
- Each office employee is provided with an individual work space.

Should we have a COVID-19 case in our workplace, we will implement the following procedures: In the event of a Covid-19 case in our workplace, all areas visited by the affected worker will be cleaned and disinfected.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the user with the supplies provided.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

In order to implement effective hand sanitizing procedures, we:

- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to the President as soon as they are realized. Reporting may be oral or written, in person, telephone, or email.
- That employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness will be accommodated on a case by case basis.
- Where testing is not required, employees can access COVID-19 testing at Adventist Health Tehachapi (661-721-5380).
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Additional information about COVID-19 hazards employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures will be communicated to employees as information becomes available.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical

distancing with the wearing of face coverings.

- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by a combination of employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and by workers' compensation benefits, as applicable.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

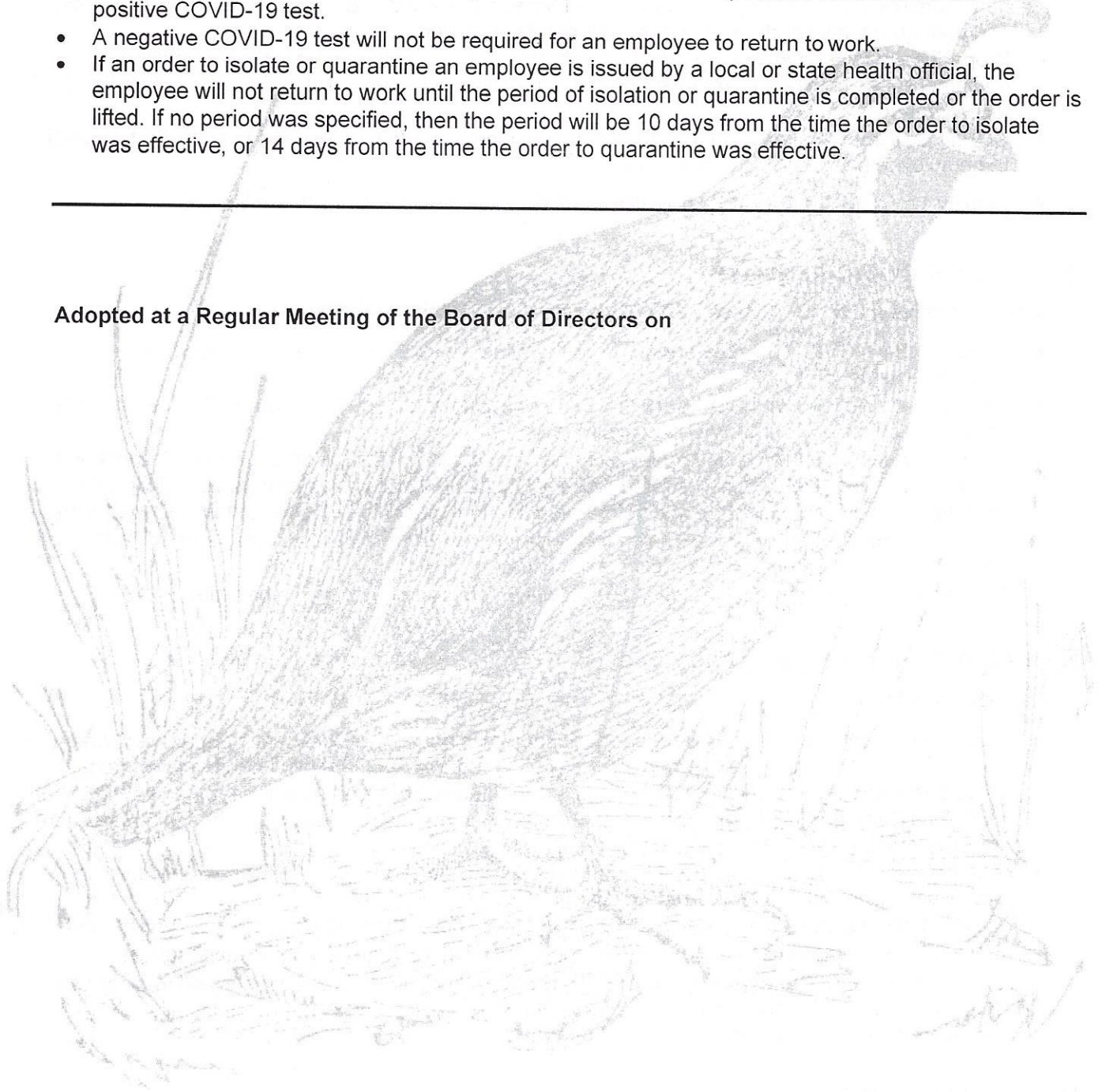
Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of

fever-reducing medications.

- COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
 - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work.
 - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
-

Adopted at a Regular Meeting of the Board of Directors on



Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____

Name of person conducting the investigation: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>			
<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>			
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p>Date:</p>		
	<p>Names of employees that were notified:</p>		
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p>Date:</p>		
	<p>Names of individuals that were notified:</p>		
<p>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</p>		<p>What could be done to reduce exposure to COVID-19?</p>	
<p>Was local health department notified?</p>		<p>Date:</p>	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

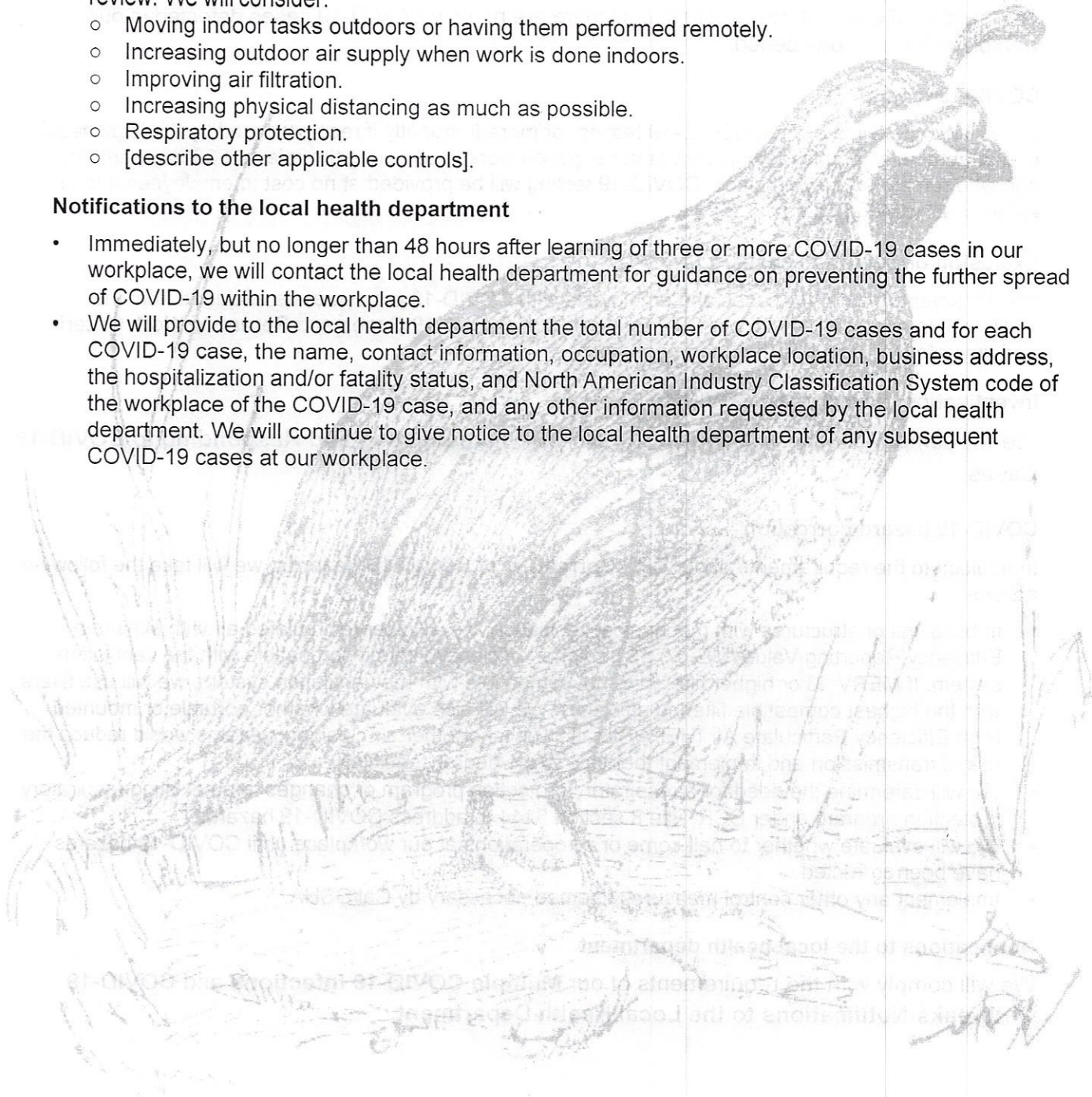
The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:

- Every thirty days that the outbreak continues.
- In response to new information or to new or previously unrecognized COVID-19 hazards.
- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.



Additional Consideration #2

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

Mountain Valley Association
 11408 Halter Drive
 Tehachapi, CA 93561
 (661) 825-4MVA 682
 treasurer@mymva.org

Statement 2020
 (9)

Date
 12/1/2020

Lot #
 202

Chelsea Investment Company
 3200 21st Street, Suite 401
 Bakersfield CA 93301-3108

Due Date
 12/1/2020

Date	Transaction	Amount	Balance
	CHELSEA INVESTMENT COMPANY OAK PARK TOWER 3200 - 21ST STREET, STE. 401 BAKERSFIELD, CA 93301-3108 (661) 322-4027		18451
	MISSION BANK "Let our Experience work for you" Bakersfield, CA		90-4279/1222
THE SUM IS 172 DOLLARS 80 CTS			
PAY			
TO THE ORDER OF	MOUNTAIN VALLEY ASSOCIATION 11408 Halter Drive Tehachapi, CA 93561	DATE December 22, 2020	AMOUNT \$172.80
VOID IF NOT CASHED IN 6 MONTHS			
<i>Clarie J. Smeed</i>			
⑈018451⑈ ⑆12224279⑆		001 014851⑈	

CHELSEA INVESTMENT COMPANY
 3200 - 21ST STREET, STE. 401
 BAKERSFIELD, CA 93301-3108

DETACH AND RETAIN THIS STATEMENT
 THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED BELOW.
 IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED.

Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop
 PRODUCT 55200N

DATE	DESCRIPTION	AMOUNT	DISTRIBUTIONS						
			ACCT. NO.	AMOUNT					
	Invoice #2021196 Annual Assessment 2021 Chelsea Lot #202	\$172.80	#520.43						
<p>The statement received from you dated 12-01-20 is the first statement we have received from you for this billing. It was received 12-14-20. We had called twice and left messages. No one has returned our call. We are not paying the late charge. We had called to discuss that with someone. Please contact us if you have any questions.</p>									
PERIOD ENDING	TOTAL EARNINGS	DEDUCTIONS			TOTAL DEDUCTIONS	NET PAY			
		WITHHOLDING U.S. INC. TAX	SOCIAL SECURITY	MEDICARE TAX	STATE INCOME TAX	SDI	PIT		

MOUNTAIN VALLEY ASSOCIATION

11408 Halter Drive
Tehachapi, CA 93561
(530) 407-7862

11

BOARD MEMO

Re: Management Services

Date: 1/11/21

By: President Hardenbrook

Subject: Discussion with California Association of Homeowners Associations, Inc.

On January 8, 2021, I had the opportunity to talk to Mr. Munson of California Association of Homeowners Associations, Inc. regarding management services his company could provide to Mountain Valley Association. I provided him with an overview of the Association and our perceived needs and desires. We also discussed election services and the need to update our election rules to comply with current statute. I informed him that I did not see a need for on-site management which would involve regular visits to inspect roads and other District assets to determine and direct maintenance needs as I felt the Board would be in the best position to perform this task and if administrative management activities were contracted, relieving the Board of these duties, the Board would have the time to dedicate to on-site activities. We also touched briefly on the consequences of failing to carryout the management of the Association and what could happen if we failed to hold an election or if no members would accept nomination to fill board vacancies. Mr. Munson stated that a court would most likely get involved and a receiver would likely be appointed. He indicated that we really don't want to allow this to happen as the monetary cost would be great and the members could be faced with a special assessment to cover the cost. Mr. Munson indicated that it is very difficult to provide a cost estimate for services until after he has some experience with the amount of work involved which only comes with performing administrative activities for an extended period. Mr. Munson indicated that he would be willing to provide the Association with services indicated in the SAMMS program, including election services for a fee of \$5,000.00 for the first year after which he would be able to give us a fee structure based on actual cost for continued service. The \$5,000 annual contract would be payable in 12 monthly installments.

MOUNTAIN VALLEY ASSOCIATION

**11408 Halter Drive
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(530) 407-7862**

While this amount may seem to be expensive, if the Association were to hire an employee to perform these duties at minimum wage, the cost with taxes and worker's compensation insurance would likely provide less than 20 hours per month and the Association would add the work of managing payroll and HR activities. It is also not very likely that an employee could be found that has the knowledge to perform all the varied duties that would be willing to perform the services for minimum wage.

I have contacted 2 other management companies but as of today, I have not received a response.

www.mymva.org


president@mymva.org treasurer@mymva.org secretary@mymva.org



THE CALIFORNIA ASSOCIATION OF
**HOMEOWNERS
ASSOCIATIONS, INC.**

*"DEDICATED TO STRENGTH IN UNITY AND THE
VALUE AND ENJOYMENT OF PROPERTY"*



HOME	ABOUT US	OUR SERVICES	CONTACT US	HOT NEWS AND NEWSLETTERS	
SAMM PROGRAM	ELECTION SERVICES	ANNUAL DISCLOSURES	FINANCIAL SERVICES	CONSULTING SERVICES	SUSPENDED HOA
MEMBERSHIP Click Here to Read Details About Our Memberships 		ELECTION SERVICES Click Here to Learn About Our Election Services 		NEWSLETTER Join Our Newsletter Click Here 	

SECURED ASSOCIATION MONETARY MANAGEMENT SERVICES (SAMM)

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The SAMM program has served countless small, medium and large sized homeowners association for the past ten (10) years. It is our experience that small and self-managed associations often fail to receive suitable professional association supervision, counseling and administration. Large Association frequently desire professional financial services. It is not uncommon for financial reports and documents to be prepared without utilizing "Generally Accepted Accounting Principles" with "Accrual Accounting" and procedural requirements, as set forth in California State Codes, which often go unattended. This service is designed for all associations, small, medium and large sized Homeowners Associations (Condominiums, Townhomes and Single Family Homes) at a cost you can afford. This program is intended to provide you with all the basic, essential financial and administrative services while offering and providing consulting services on specific items on a monthly or an "as needed" basis. These basic services include:

• **FINANCIAL SERVICES (Basic Services):**

1. Collection of association dues
2. Payment of association bills
3. Monthly or quarterly reconciled financial reports
4. Annual financial reports for tax purposes
5. Annual Budget preparation
6. Reserve Study update and analysis

• **ADMINISTRATIVE SERVICES (Basic Services):**

1. Assist Board of Directors in the performance of their Duties
2. Assist Board of Directors in complying with State Codes and Laws
3. Provide Annual year-end disclosures
4. Assist with Annual Elections

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A^A  

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• **PROVIDE CONSULTING ON SPECIFIC ISSUES:**

1. Understanding CC&Rs, Bylaws, Rules and Regulations and State Codes
2. Preparing Minutes of Meetings
3. Preparing and enforcing Rules and Regulations
4. Solving Homeowner Problems

The benefits provided by the California Association of Homeowners Associations, Inc. (also referred to as "California Association") are numerous. Included in our program, the California Association of Homeowners Associations Inc. will review many of your association's records and documents and make suggestions or recommendations. We will review your Rules and Regulations, Budget Pro Forma, Reserve Study, Minutes of Meetings, Financial Reports (not an audit), collection policy and annual disclosure report. We will make recommendations and suggestions as appropriate and provide you with consulting on certain specific matters.

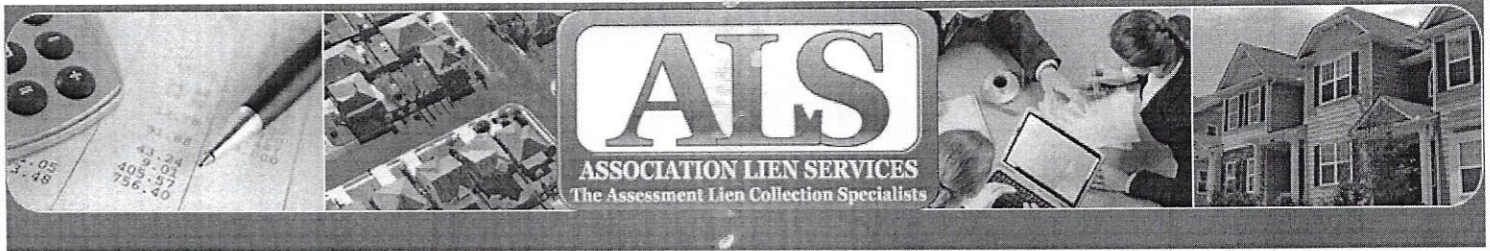
California Association of Homeowners Association, Inc.
2377 W. Foothill Blvd., Suite #13
Upland, CA 91786

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The Lender Foreclosed and The Owner Has Not Paid; Is Your Association Leaving Money on the Table?

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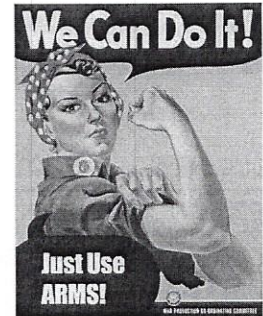
Welcome to Association Lien Services' Website.

Association Lien Services (ALS) is California's premier assessment collection service, offering condominiums, planned developments and other common interest developments the most advanced, effective and comprehensive assessment collection services in the state.

Since 1987, ALS' mission has been to collect delinquent assessments, late fees, interest, attorneys fees and collection costs using the California Civil Code-sanctioned non-judicial collection process. At ALS, our goal is to collect these monies without foreclosure; but if delinquent owners will not agree to pay what they owe, ALS will foreclose. We assist associations and their managing agents by utilizing a highly systematized and attorney-supervised assessment collection process. ALS requires no deposit or advance fee. When the homeowner pays their delinquency, ALS' fees and collection costs are collected from the delinquent homeowner through the preferred non-judicial method of collections.

The Association Lien Services client can expect detailed online status reports keeping the board and management up to date on our collection efforts from beginning to end. These real time reports are available online 24/7 through our state of the art Assessment Recovery Management System (ARMS).

We look forward to obtaining successful results for your association.



Click the above image for access to ALS' Assessment Recovery Management System (ARMS).

Sign up for our E-Newsletter
Email: <input type="text"/>
<input type="button" value="Go"/>

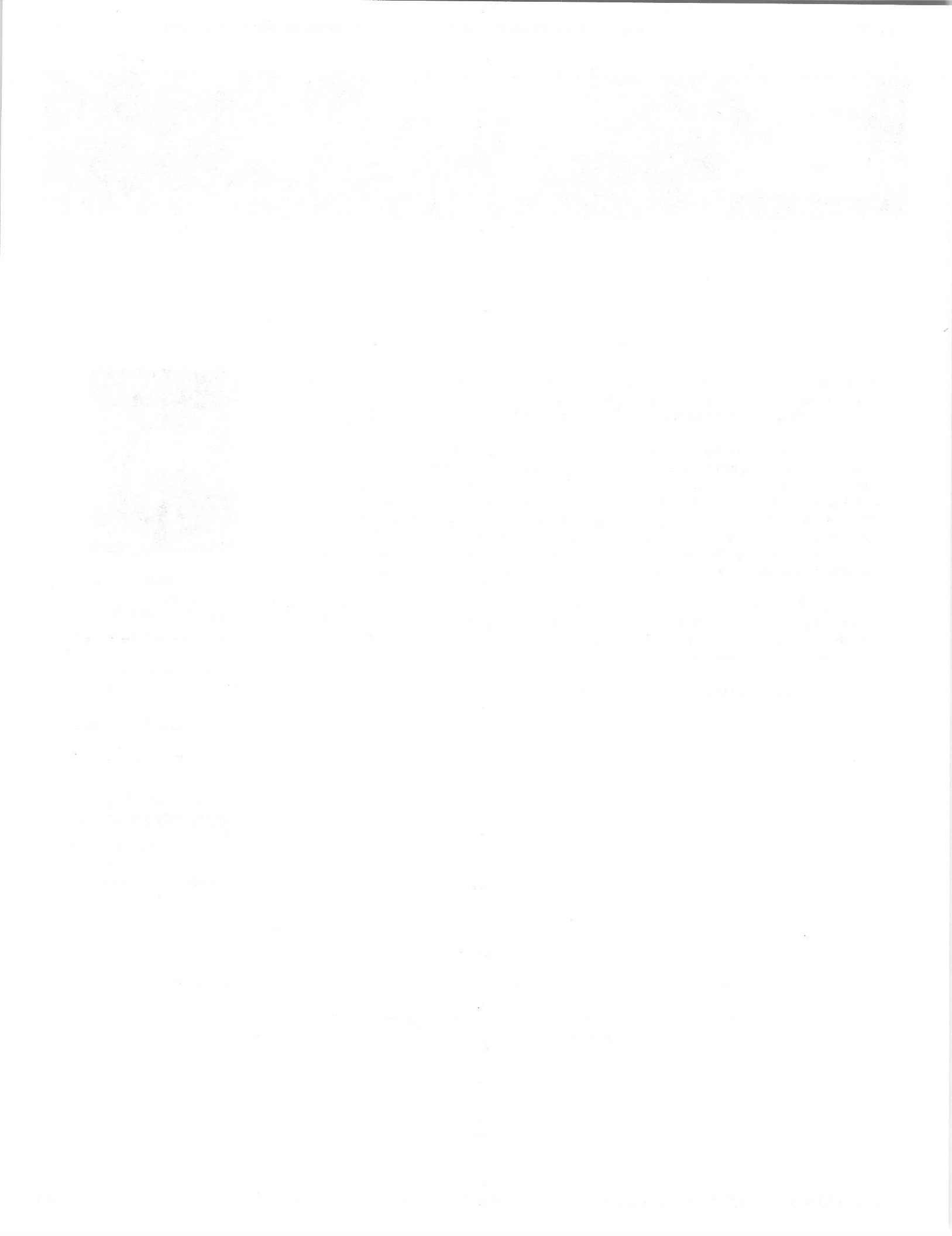
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For Email Marketing you can trust

**DAVIS-STIRLING
CONVERSION TABLE**

Use our conversion table to find applicable new code provisions regarding collections effective as of 1/1/14.

ASSOCIATION LIEN SERVICES - Successfully Collecting Delinquent Assessments for Community Associations Throughout California
800.825.5510 | info@alslien.com

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Associations Operate Best When:

- **Accounts Are Paid On Time**
- **Delinquencies Are Equitably Resolved**

ASSESSMENT COLLECTIONS SERVICES

ASSOCIATION DUES ASSURANCE CORPORATION – ADAC – a Full-Service Provider, brings years of Nationwide Collections Expertise to your Association. ADAC fully manages every step, including payment plans,

using the ONYX Case Management System to cost-effectively return files to paid-in-full status. ONYX provides your association with 24/7 real-time access to all case transactions and documents, as well as live staff customer support.

ADAC provides all of the following services (as needed) as well as many other services not listed:

- Case set-up and title research to verify ownership
- Initial demand letter with FDCPA disclosures
- Lien processing and mailing of required notices to owner
- Mailing of reminder letters and necessary pre-foreclosure notices (as needed)
- Providing support to attorney(s)
- Responses to account inquiries
- Processing necessary releases and foreclosures by advertisement (as needed)
- Dispute resolution and debt verification responses
- Payment plan negotiation and management per association guidelines
- Monitoring lender foreclosures, bankruptcy proceedings and submitting proofs of claim
- Rent diversion demands where permitted
- Support for eviction proceedings and subsequential rental of properties after foreclosure (as needed)
- Assistance in obtaining rental agreements, land contracts or other documents

Let us show you how ADAC can help your management company or association recover delinquent assessments more effectively and more efficiently.

Please contact us anytime toll free at 866-608-ADAC (2322) or [email us](#).



AXELA Condo & HOA Collections

PRODUCT SUITE

Collections Technology for Community Associations

FASTER, BETTER, EASIER COLLECTIONS

Axela is a unique hybrid of a technology company and a HOA Collection Agency. We focus exclusively on the community association industry.

The goal is simple: Recover the association's money as quickly as possible at no cost to the good paying owners. When it comes to an HOA collection agency... good enough is not nearly enough.

TECHNOLOGY FOCUSED

Leading the Way in Collections Technologies

Our focus is on community association capital recovery. We use the latest in skip tracing technology, and credit reporting. But we don't stop there. Our team of developers is constantly working to build new

and improved technologies to ease and speed up the collections process.

Integrates with your Accounting Platform

In order for Condo and HOA collections to be successful, action must be taken quickly, and information must be accurate. We integrate with various accounting software so that we can gather the data required to begin a collections file.

THOROUGH RESEARCH



ETHICAL ENGAGEMENT



EFFICIENT. RELIABLE. HUMAN.



INDUSTRY SPECIFIC



THE COLLECTIONS PROCESS

Our Promise to You: We Deliver Transparency, Simplicity and Fairness

Successful Collection Events for Condominiums and HOAs are our Key Performance Indicator.



UNDERWRITING

We thoroughly research the account. All vital information such as unit ledgers and governing documents are shared

seamlessly for all parties to review

2

COLLECTION

We engage the owner through a respectful and ethical process to encourage payment. Our trained representatives will reach out via multiple communication channels.

3

ESCALATION

In the rare case that all efforts to come to a resolution fail, we'll take the next steps. We'll start with a report to credit bureaus or have an attorney file for a lien, if necessary.

4

RESOLUTION

A check is in your hands every month, and successfully collected unit ledgers are released back to association. The full history is available for your review in our online portal.

[Watch the Video](#)

[Ready to Get Started?](#)

THE AXELA SUITE OF PRODUCTS



Easy Collect™



Homeowners Assessment Assurance Program (HAAP)





Credit Bureau Reporting



Post Foreclosure Recovery

A robust application that seamlessly integrates with your accounting system

Creating an account takes just a few minutes and is the easiest way to solicit a funding proposal. Simply upload your accounting records or, if you use software from one of our integration partners,

input your access key and we will fetch the data automatically.

One of our funding specialists will contact you within 24 hours of creating your account to review your file in detail.

We are ready to get to work collecting your accounts right away. If you've submitted a funding proposal, approval usually takes 2-3 business days, and funding immediately upon approval.

[Watch the Video](#)

OUR PARTNERS

We are proud to integrate our collections technology suite with these trusted providers:



FREE COLLECTIONS ANALYSIS

Need a Better Cash Flow for Your Condo or HOA?

Your Collections process may be what's holding your budget back. Let us help with this free analysis of your collections process.

Free Collections Analysis

About Axela Technologies

Axela's platform can easily review your delinquency issues and provide a customized collections plan.

We recover funds utilizing information acquired from your association, third-party data aggregators, and credit reporting agencies.

Our highly trained and accredited in-house collectors will work respectfully with your association members to resolve delinquencies as quickly as possible.

Axela is a Proud Member of These Industry Groups:

From the Axela Blog

Contact Us

Call Us

 305-392-0389

Technical Support

 support@axela-tech.com

Sales & General Inquiries

 admin@axela-tech.com

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Homeowners Association (HOA) Law



Representation

Roseman Law, APC represents community associations & property management firms in matters pertaining to:

- Creating and Amending Governing Documents, including Covenants, Conditions and Restrictions, By-Laws, and Rules and Regulations
- Interpreting and Enforcing Governing Documents, including Architectural Compliance
- Prosecuting/Defending Temporary Restraining Orders, Preliminary and Permanent Injunctions
- Negotiating and Drafting Management, Construction, Employment, Maintenance and Related Contracts, and Legal Opinion Letters for Loans
- Resolving Voting and Election Controversies
- Board of Director Compliance and Fiduciary Duties and Obligations
- Construction/Design Defect and Land Subsidence Disputes
- Insurance Bad Faith
- Adjusting Insurance Claims, including Earthquake, Fire, Water, etc.

Education

Our lawyers regularly deliver seminars to individuals and companies, including management companies and homeowners associations on various legal related issues and topics.

Roseman Law, APC regularly publishes our Common "Interest Development Update". We also update clients via e-mail on the latest laws and cases. To subscribe to our publications, e-mail us at agnew@roseman.law

Roseman Law, APC is a member of the Community Association Institute (CAI) in California and the California Association of Community Managers (CACM).

