

# **MOUNTAIN VALLEY ASSOCIATION**

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

## **NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF MOUNTAIN VALLEY ASSOCIATION**

**To be held on Saturday, October 8<sup>th</sup>, 2022 at 9:00 AM in the Quail  
Valley Water District office, 24750 Sand Canyon Road, Tehachapi, CA.**

### **AGENDA**

**MEMBER COMMENT GUIDELINES:** The prescribed time limit per speaker is three minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the Association to carry out its meetings will not be permitted and offenders will be requested to leave.

**Due to the ongoing pandemic, some Directors may attend this meeting telephonically. Members may attend the meeting at the above location to hear and participate telephonically. The Association will make every effort to insure social distancing and health recommendations at this meeting.**

1. Roll Call.
2. Adopt agenda.
3. Public comment for Non-Agenda items.
4. Approve minutes from Regular Meeting of 9/10/22.
5. Reports of Officers, Directors.
6. Discussion and possible action appointing officers.
7. Discussion and review of monthly financial reports, possible action to approve payments and expenditures.
8. Discussion and possible action to solicit RFPs for performance of a Reserve Study.
9. Discussion and possible action on road repairs, street signs, equipment purchases and other maintenance needs.
10. Discussion and possible action on list of volunteer repair and maintenance crew, organization, duties, job descriptions, qualifications, etc.
11. Discussion and possible action to continue use of volunteer labor, use of licensed contractors and/or use of paid staff to perform maintenance and repair of Association property and facilities.
12. Discussion and possible action on disposition of motor grader.
13. Board members requests for future agenda items.

[www.mymva.org](http://www.mymva.org)  
[president@mymva.org](mailto:president@mymva.org) [treasurer@mymva.org](mailto:treasurer@mymva.org) [secretary@mymva.org](mailto:secretary@mymva.org)

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14. Motion to Adjourn.

*Next Regular Meeting November 12<sup>th</sup>, 2022*

DRAFT

# MOUNTAIN VALLEY ASSOCIATION

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

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF MOUNTAIN VALLEY ASSOCIATION

Held on Saturday, September 10<sup>th</sup>, 2022 at 9:00 AM in the Quail Valley Water District office, 24750 Sand Canyon Road, Tehachapi, CA.

### AGENDA

**MEMBER COMMENT GUIDELINES:** The prescribed time limit per speaker is three minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the Association to carry out its meetings will not be permitted and offenders will be requested to leave.

**Due to the ongoing pandemic, some Directors may attend this meeting telephonically. Members may attend the meeting at the above location to hear and participate telephonically. The Association will make every effort to insure social distancing and health recommendations at this meeting.**

1. Roll Call.

*President Hardenbrook called meeting to order at 9:00. Present, representing a quorum, were Director Smith, Director Hardenbrook, Director Payne, and Director Ochoa. In the absence of a Secretary, President Hardenbrook advised he would volunteer to act as secretary pro-temp for this meeting.*

2. Adopt agenda.

*Director Payne moved, seconded by Director Ochoa, to adopt agenda. Motion approved by unanimous assent.*

3. Public comment for Non-Agenda items.

*No comments heard.*

4. Approve minutes from Regular Meeting of 7/9/22, 8/13/22 and Workshop held 8/27/22.

*Director Payne moved, seconded by Director Ochoa, to approve minutes from the regular meeting of 7/9/22, 8/13/22 and Workshop held 8/27/22. Motion approved by unanimous assent.*

5. Reports of Officers, Directors.

*Director Payne advised that member Hvinden was unable to attend but wished to update Board that she has requested RFPs from multiple vendors for performance of reserve study.*

[www.mymva.org](http://www.mymva.org)

[president@mymva.org](mailto:president@mymva.org) [treasurer@mymva.org](mailto:treasurer@mymva.org) [secretary@mymva.org](mailto:secretary@mymva.org)

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6. Discussion and possible action appointing officers.  
*Director Payne moved, seconded by Director Ochoa, to appoint Director Ochoa as President and Director Payne as Treasurer/Secretary. Motion approved by unanimous assent.*
7. Discussion and review of monthly financial reports, possible action to approve payments and expenditures.  
*Discuss available financial reports and bank statements. Director Payne moved, seconded by Director Ochoa, to approve payments. Motion approved by unanimous assent.*
8. Discussion and possible action adopting resolution 2022-001, **A RESOLUTION OF THE BOARD OF DIRECTORS OF MOUNTAIN VALLEY ASSOCIATION DESIGNATING SIGNATORIES FOR ALL MOUNTAIN VALLEY ASSOCIATION BANK ACCOUNTS.**  
*Director Ochoa moved, seconded by Director Payne, to adopt resolution 2022-001. Motion approved by unanimous assent.*
9. Discussion and possible action to solicit RFPs for performance of a Reserve Study.  
*No action.*
10. Discussion and possible action on road repairs, street signs, equipment purchases and other maintenance needs.  
*Director Ochoa moved, seconded by Director Payne, to approve purchase of used Skip Loader, not to exceed \$20,000.00. Motion approved by unanimous assent.*
11. Discussion and possible action on list of volunteer repair and maintenance crew, organization, duties, job descriptions, qualifications, etc.  
*No action.*
12. Discussion and possible action to continue use of volunteer labor, use of licensed contractors and/or use of paid staff to perform maintenance and repair of Association property and facilities.  
*No action.*
13. Discussion and possible action on disposition of motor grader.  
*No action.*
14. Board members requests for future agenda items.  
*None.*
15. Motion to Adjourn.

# **MOUNTAIN VALLEY ASSOCIATION**

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*There being no further business before the Board, Director Payne moved to adjourn. Motion approved by unanimous assent.*

I attest this is a true and complete copy of the minutes of a regular meeting of the Board of Directors as read and approved at the regular meeting of the Board of Directors on October 8, 2022

---

Randy Hardenbrook, President, Secretary Pro-Temp

***Next Regular Meeting November 12<sup>th</sup>, 2022***



**CHICAGO TITLE  
COMPANY**

1054 Valley Blvd., #A  
Tehachapi, CA 93561  
Phone: (661)822-2010 / Fax: (661)822-8651

Mountain Valley Association  
11408 Halter Drive  
Tehachapi, CA 93561

Phone: (661)972-7971 Fax:

**Date:** October 7, 2022  
**Escrow No.:** FWKN-5452201037-AB  
**Owner:** Jeffrey Scott White and Sharon Louise Stroup  
**Property:** 25701 Horseshoe Lane  
Tehachapi, CA 93561

An escrow has been opened with this office covering the sale of the above referenced property. In connection therewith we request that you furnish us with data so that proper transfer of association membership may be effected. Please advise us to amounts and manner in which payments are to be made, and as to any requirements you might have for transfer of membership.

**IF A BLANKET HAZARD INSURANCE COVERAGE IS IN EFFECT ON SUBJECT PROPERTY, PLEASE FURNISH INFORMATION REGARDING SAME, AND PARTICULARLY IF PREMIUM IS INCLUDED IN THE FEES OR DUES.**

We have enclosed a form for your use, however, any form you wish to use in answer containing all of the information requested will certainly be acceptable to us.

PLEASE FORWARD THE FOLLOWING HOMEOWNER'S ASSOCIATION DOCUMENTS:

- 12 months of minutes
- Articles of Incorporation
- Budget
- By-laws
- CC&R's
- Current Budget/Financial Statement
- Fidelity Bond
- Occupancy Statement
- Pending Assessments
- Pending Litigation
- Percent of Owner Occupieds vs. Rentals
- Policies and Procedures
- Reserve Study
- Statement of Account
- Verification of Parking and Storage space

Your cooperation is greatly appreciated.

Sincerely,

Ashley Borst  
Escrow Officer  
ashley.borst@ctt.com

eg

Enclosure(s)



# CHICAGO TITLE COMPANY

## HOA DEMAND REQUEST

Ashley Borst, Escrow Officer  
Chicago Title Company  
1054 Valley Blvd., #A  
Tehachapi, CA 93561  
Phone: (661)822-2010 Fax: (661)554-7168

**Date:** October 7, 2022  
**Escrow No.:** FWKN-5452201037-AB  
**HOA Name:** Mountain Valley Association  
**Property:** 25701 Horseshoe Lane  
Tehachapi, CA 93561

The undersigned association or its agent advises that as of this date:

1. Association dues or fees are presently: \$ \_\_\_\_\_ per: \_\_\_\_\_  
and are now paid to: \_\_\_\_\_ and next due \_\_\_\_\_.
2. Outstanding or delinquent fees or dues have now accrued in the amount of: \$ \_\_\_\_\_  
covering the period: \_\_\_\_\_.
3. Late charge, if any, are: \$ \_\_\_\_\_ per: \_\_\_\_\_ after payment is:  
\_\_\_\_\_ days late.
4. Transfer fee, if any, is: \$ \_\_\_\_\_.  
Document fee, if any, is: \$ \_\_\_\_\_.
5. Blanket hazard insurance on the building, is with: \_\_\_\_\_  
Insurance Company, Policy No.: \_\_\_\_\_ expiring: \_\_\_\_\_  
and agent is: \_\_\_\_\_ whose address is: \_\_\_\_\_  
\_\_\_\_\_  
Agent's phone no.: \_\_\_\_\_  
Agent's email: \_\_\_\_\_  
Members portion of premium is included in dues or fees stated above  yes  no
6. Hazard insurance on unit is carried separately by members on their units  yes  no
7. Additional requirements, other than as stated above, for transfer of membership are: \_\_\_\_\_  
\_\_\_\_\_
8. Any special assessments? \_\_\_\_\_
9. Any pending litigations? \_\_\_\_\_

At close of your escrow, advise us the name of new owner and the date of transfer of title.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

\_\_\_\_\_  
Print Company Name

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Print Name

Its: \_\_\_\_\_  
Print Title

\_\_\_\_\_  
Date

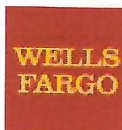
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# Initiate Business Checking<sup>SM</sup>

September 30, 2022 ■ Page 1 of 3



MOUNTAIN VALLEY ASSOCIATION  
2377 W FOOTHILL BLVD STE 13  
UPLAND CA 91786-3584

## Questions?

Available by phone 24 hours a day, 7 days a week:  
We accept all relay calls, including 711

**1-800-CALL-WELLS** (1-800-225-5935)

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](https://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (114)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Visit [wellsfargo.com/digitalbusinessresources](https://wellsfargo.com/digitalbusinessresources) to explore tours, articles, infographics, and other resources on the topics of money movement, account management and monitoring, security and fraud prevention, and more.

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](https://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

Business Online Banking	<input checked="" type="checkbox"/>
Online Statements	<input checked="" type="checkbox"/>
Business Bill Pay	<input checked="" type="checkbox"/>
Business Spending Report	<input checked="" type="checkbox"/>
Overdraft Protection	<input type="checkbox"/>

## Statement period activity summary

Beginning balance on 9/1	\$15,427.83
Deposits/Credits	0.00
Withdrawals/Debits	- 0.00
<b>Ending balance on 9/30</b>	<b>\$15,427.83</b>

Account number: **5370172719**

**MOUNTAIN VALLEY ASSOCIATION**

California account terms and conditions apply

For Direct Deposit use  
Routing Number (RTN): 121042882

For Wire Transfers use  
Routing Number (RTN): 121000248

## Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.

## Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to [wellsfargo.com/feefaq](https://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 09/01/2022 - 09/30/2022

Standard monthly service fee \$10.00

You paid \$0.00





**Monthly service fee summary (continued)**

**How to avoid the monthly service fee**

Have any **ONE** of the following account requirements

- Average ledger balance
- Minimum daily balance

C1/C1

Minimum required	This fee period
\$1,000.00	\$15,428.00 <input checked="" type="checkbox"/>
\$500.00	\$15,427.83 <input checked="" type="checkbox"/>

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	5,000	0	0.0030	0.00
Transactions	0	100	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

**Other Wells Fargo Benefits**

Our National Business Banking Center customer service number 1-800-CALL-WELLS (1-800-225-5935) hours of operation have temporarily changed to 7:00 a.m. to 11:00 p.m. Eastern Time, Monday through Saturday and Sunday 9:00 a.m. to 10:00 p.m. Eastern Time. Access to our automated banking system, the ability to report a fraud claim on your business credit or debit card, and access to report a lost or stolen business card will continue to be available 24 hours a day, 7 days per week. Thank you for banking with Wells Fargo. We appreciate your business.

 **IMPORTANT ACCOUNT INFORMATION**

In consideration of the global COVID-19 pandemic, Wells Fargo temporarily paused exercising its right to setoff as otherwise allowable under your Deposit Account Agreement. Effective on or after January 1, 2023, Wells Fargo will resume exercising its right to setoff for overdrawn deposit account balances, where applicable. When we exercise this right, we may reduce funds in any account you hold with us for purposes of paying the amount of the debt, either due or past due, that is owed to us as allowed by the laws governing your account. Our right of setoff won't apply if it would invalidate the tax-deferred status of any tax-deferred retirement account (e.g., a SEP or an IRA) you keep with us. To review a copy of your Deposit Account Agreement, including the provisions related to the right of setoff, please visit [wellsfargo.com/online-banking/consumer-account-fees/](https://wellsfargo.com/online-banking/consumer-account-fees/).

**NEW YORK CITY CUSTOMERS ONLY** -- Pursuant to New York City regulations, we request that you contact us at 1-800-TO WELLS (1-800-869-3557) to share your language preference.



**Union Bank® Business Visa® Credit Card**  
**Statement Period: 08/19/22 through 09/16/22**

Account Number:

4294 3620 2310 5233

Account Summary		Payment Summary	
Previous Balance	\$14.99	New Balance	\$14.99
Payments and Credits	-\$14.99	Minimum Payment Due	\$14.99
Purchases	\$14.99	Past Due Amount	\$0.00
Balance Transfers	\$0.00	Payment Due Date	10/13/22
Cash Advances	\$0.00	Credit Limit	\$10,000.00
<b>Fees Charged</b>	<b>\$0.00</b>	Available Credit	\$9,985.00
<b>Interest Charged</b>	<b>\$0.00</b>	Cash Limit	\$2,000.00
<b>New Balance</b>	<b>\$14.99</b>	Available Cash	\$2,000.00
		Closing Date	09/16/22
		Days in Billing Cycle	29

If you have a credit amount for New Balance (indicated as a negative dollar amount), you have the right to request a refund. Refer to the Contact Us section below.

### Rewards Summary

Previous Reward Points Balance	14,580
Points Earned this month	15
Points Redeemed this month	0
Points Expired	229
New Points Balance	14,366
Points Expire Next Billing Cycle	3,077

### Contact us regarding your account

**If your card is lost or stolen or you need assistance:**

U.S. and Canada (TDD - Relay Service Available, 7-1-1):  
888-643-9800

Outside the U.S. and Canada: Dial  
+1-844-852-2713

**Send inquiries (such as credit balance refund requests) to:**

MUFG Union Bank  
Credit Card Operations  
PO Box 60398  
Phoenix AZ 85082-0398

**Mail payments to:**

Union Bank  
PO Box 650349  
Dallas TX 75265-0349

**Visit our website:**

To service your existing credit card:  
**mycreditcard.**  
**unionbank.com**  
For more information about Union Bank products and services:  
**unionbank.com**

**NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION**

### Union Bank Business Visa Credit Card

<b>Account Number:</b>	<b>4294 3620 2310 5233</b>
New Balance:	\$14.99
Minimum Payment Due:	\$14.99
Past Due Amount:	\$0.00
Payment Due Date:	10/13/22

Please make checks payable to Union Bank. Write your account number on your check; include coupon with payment.

\$ Amount Enclosed
-----------------------

**Make checks payable to:**

Union Bank  
PO Box 650349  
Dallas TX 75265-0349

Request update or correction to address and complete form on back

MOUNTAIN VALLEY ASSOC  
RANDY HARDENBROOK  
11408 HALTER DR  
TEHACHAPI CA 93561



**Union Bank® Business Visa® Credit Card**  
**Statement Period: 08/19/22 through 09/16/22**

Account Number:

4294 3620 2310 5233

### Transactions

#### Payments and Other Credits

Trans Date	Reference Number	Description	Amount
09/13	F361600LG00CHGDDA	PAYMENT - THANK YOU	-14.99
<b>Total Payments and Credits this Period</b>			<b>-\$14.99</b>

Cardholder: Randy Hardenbrook

Trans Date	Reference Number	Description	Amount
08/20	2407150KTOW0FGKJN	UNITEL VOICE 855-888-6423 IL	14.99
<b>TOTAL</b>			<b>\$14.99</b>

#### Fees

Trans Date	Reference Number	Description	Amount
<b>Total Fees This Period</b>			<b>\$0.00</b>

#### Interest Charged

Trans Date	Reference Number	Description	Amount
09/16		Interest Charge on Purchases	0.00
09/16		Interest Charge on Cash Advances	0.00
<b>Total Interest This Period</b>			<b>\$0.00</b>

### Year to Date Summary

Total Fees Charged in 2022	\$0.00
Total Interest Charged in 2022	\$0.00

### Interest Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charge
Purchases	14.24% (v)	\$0.00	\$0.00
Cash Advances	27.50% (v)	\$0.00	\$0.00

(v) = Variable Rate (f) = Fixed Rate

### Important Messages

\$14.99 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS  
YOUR AUTOMATIC PAYMENT ON 10/13/22.

**Important Update:** The Prime Rate increased in the Wall Street Journal on July 28, 2022, by 0.75 percent to 5.50 percent. When the Prime Rate changes, your credit card's variable annual percentage rates (APRs) may change. To see your updated APRs please reference the Annual Percentage Rate (APR) column of the Interest Charge Calculation section on this statement.

Enroll in Auto-Pay today-it is the quick and easy way to ensure your Union Bank Visa Credit Card gets paid on time every month. With no checks to write, sign-ins to make, or dates to remember, all you have to do is enjoy your day. Plus, there are no fees for using the Auto-Pay service. Sign in to [mycreditcard.unionbank.com](https://mycreditcard.unionbank.com) to enroll.

Serving Los Angeles County  
6700 Fallbrook Avenue, Suite #255  
West Hills, CA 91307



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Regional Offices

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Texas  
Washington

September 13, 2022

46401 - 0a

**Mountain Valley Association**

c/o Marcie Hvinden  
Volunteer  
11408 Halter Drive  
Tehachapi CA 93561

**History with our organization**

We have not had the pleasure of  
working with your Property yet!

Subject: Bid Options for 206 units in Tehachapi, CA

Dear Ms. Hvinden,

Thank you for your interest in a Reserve Study and for requesting a proposal from Association Reserves. It would be our privilege to serve as the Reserve Planning partner for your Association-governed community! Your Reserve Study will include answers to the following fundamental questions:

1. What are our major capital assets, what condition are they in, how much will it cost to repair or replace them, and when will these expenses likely occur?
2. How much money should have already been set aside to be prepared for these projects?
3. How much should we contribute to reserves on an annual basis to prepare for the next 30 years?

We recognize that you have a choice of Reserve Study providers and want to make sure you understand the many unique benefits of partnering with our company:

- We've completed over 45,000 Reserve Studies throughout California & the United States
- Your Study will be prepared by a credentialed Reserve Specialist™ (RS) in accordance with National Reserve Study Standards™
- Your free Video Explanation of Results will help you better understand the report
- Your free Funding Analysis Software will allow you to compare various "what-if" scenarios
- Your report will be completed on time and deliverables will be posted online for easy, 24/7 access
- Free preparation of CA state Disclosure Form 5570 is included with your Reserve Study!

Please take a look at the different levels of service outlined in the following pages. When you're ready for the next step, simply sign and return the Agreement. Preparing current, credible Reserve Studies is all we do and we'd love to get started on yours!

Sincerely,

Sean Kargari, RS  
President  
skargari@reservestudy.com

Save time & money!



**Single year engagements** < Check here and circle fee associated with the desired Level of Service/Turnaround

**Level of Service**

	Economy Fee	Standard Fee	Rush Fee
	8 week	5 week	3 week
<b>Reserve Study FULL (with Site Visit)</b> Component List is developed from a full set of new measurements. Report includes full-color photographic inventory.	\$4,280.00	\$5,350.00	\$8,030.00
<b>Reserve Study Update-WSV (with Site Visit)</b> Component List from a prior professional Reserve Study is updated, based on visual observations, but no re-measuring. Report includes full-color photographic inventory.	\$3,000.00	\$3,750.00	\$5,630.00
<b>Reserve Study Update-NSV (no Site Visit)</b> Component List from a prior professional Reserve Study is updated, based on a series of interviews. Report does not include a photographic inventory.	\$1,200.00	\$1,500.00	\$2,250.00

**Note = A "FULL" Reserve Study is not necessary if a credible Reserve Study with measurements (prepared by Association Reserves or another company) is available for updating.**

**Loyalty Update Plan** < Check here to save time & stabilize your budget with this popular "Flat Fee" option

Includes one Full Reserve Study and two No-Site-Visit Reserve Study Updates delivered over three consecutive years with an Economy (8) week turnaround.



**Flat Fee ..... \$2,120/year**

**Do-it-Yourself (DIY) Reserve Study** < Check here to receive our " Do-it-Yourself " Reserve Study Kit  
**\$349 1 - week turnaround**

*Prices are valid for 90 days*

**Agreement between Association Reserves & Mountain Valley Association**



**1. Please, indicate the nature of this agreement**

Single Year Engagement     Loyalty Update Plan     Do-it-Yourself Reserve Study    Fee \$ \_\_\_\_\_  
For the FY beginning \_\_\_/\_\_\_/\_\_\_    Turnaround Time \_\_\_ weeks

**2. Obtain a Boardmember or Managing Agent signature**

We, the undersigned, understand that the Reserve Study being prepared will identify and address the normal deterioration of properly built and installed components with predictable life expectancies, Inspecting for construction defects, performing destructive testing to search for hidden issues (such as plumbing or electrical problems), environmental hazards (asbestos, radon, lead, etc.), or unpredictable acts of nature are all outside our scope of work. We understand that the above Fee is based on the accuracy of how the Association was described to Association Reserves in our Request for Proposal. If this is not found to be a true representation of our common area maintenance responsibilities, Association Reserves reserves the right to negotiate an adjusted fee for our services. Association Reserves liability in any matter involving this Reserve Study is limited to our Fee for services rendered. We will respond to a request for revision for up to 60 days following delivery of our Report.

Print Name: \_\_\_\_\_ Company/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**3. Return this Agreement to us, along with a check made payable to Association Reserves**

in the amount of \$ \_\_\_\_\_.\*

\* All professional Reserve Studies (Single Year Engagement or Loyalty Update Plan) require a 50% deposit, with balance due upon delivery. The "Do-it-Yourself" Reserve Study requires 100% payment upon start-up.

# "Loyalty Update Plan" Agreement 46401 - 0a, Mountain Valley Association

**Services Provided:** Association Reserves [AR] will perform one Full Reserve Study and two No-Site-Visit Reserve Study Updates, in any order, delivered over three consecutive years. The studies will be prepared in accordance with National Reserve Study Standards, pursuant to the schedule and scope of work indicated below:

Year	FY Reporting	Period Ending	Level of Service
1	JUN-30	2023	FULL WSV NSV
2	JUN-30	2024	FULL WSV NSV
3	JUN-30	2025	FULL WSV NSV



Upon each completion, all Reserve Study related files will be posted online for password-protected viewing and printing.

**Fees:** Client agrees to pay AR an annual fee of \$2,120 for these services. A 50% deposit is due upon start-up of each year's Reserve Study. The final 50% is due and payable upon delivery. Consulting services (i.e., custom analysis, meeting attendance, revisions, etc.) outside the scope of this Reserve Study agreement will be billed on an hourly basis, inclusive of out of pocket costs incurred related to such consulting services, and are due upon receipt of invoice.

**Term:** The term of this agreement is one year. However, this agreement shall automatically renew for consecutive one-year terms, up to a maximum of three (3) years, unless and until the Client gives AR written notice of non-renewal at least thirty (30) days prior to the expiration of any given one-year term.

**Non-Renewal Fee:** Client understands and agrees that the annual fee for this agreement is based on the expectation that the agreement shall be renewed for three (3) consecutive one-year terms. Although the Client is entitled not to renew this agreement after any given one-year term, if the Client chooses to do so, the Client agrees to pay AR a non-renewal fee of \$2,120 payable concurrently with the giving of the notice of non-renewal as described above.

**Modification & Waiver:** This agreement cannot be modified or waived except by a writing signed by both parties.

**Assignment:** This agreement shall not be assignable by either party, without the written consent of the other.

**Indemnity:** Client agrees to indemnify AR and to hold AR harmless from and against any and all liability, loss, damage, claim and expense, including reasonable attorney's fees and expenses, that may be incurred by AR arising out of or related to Client's breach of this agreement, Client's violation of any law or regulation, and/or Client's intentional misconduct or gross negligence.

**Execution:** By signing below, Client is indicating Client's agreement to all of the terms & conditions of this agreement. Client has the full right, power, and authority to enter into and be bound by the terms and conditions of this agreement and to perform Client's obligations under this agreement without the approval or consent of any other party. The person signing this agreement on behalf of Client represents and warrants that he/she has the authority to do so.

Agreement dated \_\_\_\_\_ between:

Client: Mountain Valley Association

Represented by \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Signature \_\_\_\_\_

-and- Association Reserves  
Los Angeles Office  
Sean Kargari, RS  
President

Return to:  
cserrano@reservestudy.com  
or FAX (818) 222-0288



# STRATEGIC RESERVES

*Reserve Studies Since 1990*

10/06/2022

**RE: Proposal for MOUNTAIN VALLEY ASSOCIATION**

Dear Members of the Board:

**Strategic Reserves** is appreciative of this opportunity to present a reserve study proposal. The following information outlines the core strengths of our reserve study funding plans.

Key fundamentals that provide for the success of a long-term funding plan include:

- *the ability to select a funding method - Cash Flow or Component*
- *the flexibility to utilize several funding goals - Baseline, Full or Threshold*
- *development of a funding plan (method/goal) that is uniquely established by our expert engineering analysis of the association's current physical and financial condition.*
- *compliance with the National Reserve Study Standards & AICPA Audit Guidelines*
- *simply photocopy the **Reserve Disclosures** and distribute to association members along with the adopted budget for next fiscal year.*
- *comprehensive field reports conducted by our licensed General Contractors that provide condition assessment, maintenance suggestions, alternative materials and digital color photos.*

We understand the need for client protection in today's environment, and therefore provide:

- \$1,000,000 General Liability insurance policy
- \$1,000,000 Professional Liability insurance policy (Errors & Omissions)

Our commitment to this industry provides for client confidence with credentials that include:

- Member, California Association of Community Managers (CACM)
- Member, Community Associations Institute (CAI)
- Reserve Specialist (RS) Designation from CAI
- **State Licensed General Contractors**
- Degreed Engineers with emphasis in "*Budgetary Forecasting*" & "*Long Term Strategic Planning*"

The philosophy at **Strategic Reserves** is built on a solid foundation of *complete customer satisfaction*, our **#1 priority**, and *direct association management input*, the **key to our success**.

*Get us started- Today!*

Simply complete the Contract & forward to our office. Thank you!

Sincerely,

Karla Amador  
Sales Dept.  
**Strategic Reserves**  
951-693-1721 (Corp Office)

# CONTRACT

**Current Clients are rewarded** for their loyalty **and get additional savings** on continuous reserve study updates!  
*Gold/Silver Membership Qualification- more than 1 year of continuous membership/updates!*

**SELECT PRODUCT**

**Cost**

<input type="checkbox"/> <b>Level 1- Initial/Full Report (with site-visit)</b>	\$2499
<ul style="list-style-type: none"> <li>• Develop component inventory (identification/quantification)</li> <li>• Cost &amp; life estimates</li> <li>• On-site inspection with digital photos of problems observed.</li> </ul> <p>⇒ Provides compliance for an on-site inspection 'at least' every 3 years                  ⇒ Includes ARFDS form &amp; Reserve Funding Plan (annual disclosure requirements- Calif. Only)</p>	

<input type="checkbox"/> <b>Level 2- Full Update Report (with site-visit)</b>	N/A
<ul style="list-style-type: none"> <li>• Update component cost &amp; life from prior study.</li> <li>• On-site inspection with digital photos of problems observed.</li> </ul> <p>⇒ Provides compliance for an on-site inspection 'at least' every 3 years                  ⇒ Includes ARFDS form &amp; Reserve Funding Plan (annual disclosure requirements- Calif. Only)</p>	

<input type="checkbox"/> <b>Level 3- Financial/Paper Update Report (no site-visit)</b>	N/A
<ul style="list-style-type: none"> <li>• Update component cost &amp; life from prior study.</li> </ul> <p>⇒ Includes ARFDS form &amp; Reserve Funding Plan (annual disclosure requirements- Calif. Only)</p>	

>>>This proposal is valid for 90 days!<<<

**Our professional reports include:**

- 1) **Site-Visit conducted by LICENSED GENERAL CONTRACTORS**- 'Qualified Personnel' capable of this vital task!
- 2) digital color photos (Level 2): of problems observed- Free; of component inventory- additional fee of \$399  (check)
- 3) 30-Year Cash Flow Analysis- All on one page for a comprehensive review!
- 4) direct association management input and rough draft review (of at least 30 days) prior to completion
- 5) one rough draft revision prior to completion (additional revisions billed @ \$100 per revision)
- 6) an electronic version via email (bound hard copies are available upon request @ \$15 per copy)

**What we require:**

- 1) 50% retainer with balance due (60 days net) upon receipt of initial rough draft (100% retainer for L3 only)
  - a. Late payment finance charges- annual interest rate is 10% with \$25 minimum finance charge
- 2) current reserve allocation per year (from current budget) and current reserve balance (most recent month-end)
- 3) governing documents and fiscal year-end month & day (new clients only)
- 4) list of major projects that completed or are about to complete with cost & year completed (i.e. Reserve Log)
- 5) most knowledgeable on-site contact name (with phone number) and keys/codes to access secured areas (Level 2)
- 6) directions to the complex (or mailing address within the complex to utilize GPS vehicular navigation) (Level 2)
- 7) to attend Board/Committee meeting (meetings during Site-Visit are free)- additional fee of \$Call  (check)
- 8) to specifically list the association as Additional Insured - additional fee of \$100 per entity name  (check)
- 9) no contract modifications allowed & to cancel a signed contract - 25% of the contracted amount (\$200 minimum)

**MOUNTAIN VALLEY ASSOCIATION - Submitted: 10/06/2022-10736-23811-1**

<b>Level of Service indicated (check <input checked="" type="checkbox"/> the appropriate box above) &amp; Accepted by (complete below)-</b>	
<b>Print Name:</b> _____	<b>Print Officer Title (Pres/Secr):</b> _____
<b>Signature:</b> _____	<b>Date:</b> ____ / ____ / ____