

## **2015 PGA WEST MASTER ASSOCIATION ANNUAL POLICY STATEMENT**

The California Civil Code requires each Association to provide an annual policy statement to the members within thirty to ninety days of the fiscal year end. Please read these policy statements below, as they contain pertinent information regarding your community.

*All official communications to the PGA WEST Master Association should be sent to Cassie Gertz, Association Manager, P.O. Box 1516, La Quinta, CA 92253.*

### **Secondary Address**

Requires the Association to advise all owners of the right to submit a secondary address to the Association for annual reports the Association is required to provide to owners and for mailings and notices related to assessments payments, delinquencies and foreclosures, provided that the request is made in writing and mailed to the Association in a manner that indicates that the Association has received it.

### **General Notices**

Requires that the membership be notified of the designated area for the posting of general notices. General Notices (including meeting agendas) are posted on the website at [www.pgawest-ma.com](http://www.pgawest-ma.com) and at the Weiskopf Gatehouse, 56144 PGA Blvd., La Quinta, CA 92253. Please be advised that all owners have the option to receive general notices by individual delivery upon written notification and mailed to the Association in a manner that indicates the Association has received it.

### **Minutes**

The minutes or a summary of minutes of a Board meeting, other than an executive session are available to members within 30 days of the meeting. Minutes, proposed minutes, or summary of minutes will be distributed to any member upon request and upon reimbursement of the Association's costs for making that distribution. In order to make a request for a copy of minutes, members should contact the Association Manager in writing at [Cassie@pgawest-ma.com](mailto:Cassie@pgawest-ma.com).

### **Association Assessment & Collection Policy**

Association assessments are due and payable on the first day of the month and are delinquent by California State Law, if the Association has not received payment by the fifteenth of the month. The Board of Directors Resolution regarding the collection policy for your association is enclosed along with a special notice as required by California Civil Code.

### **ADR/IDR**

Enclosed is a copy of the Alternative Dispute Resolution (ADR) and the Internal Dispute Resolution (IDR) process. California law requires that certain types of disputes between the Association and the Membership provide for an independent forum to resolve the dispute before the filing of a lawsuit by any party.

### **Certified Common Interest Development Manager, Disclosure Statement**

Business and professional codes provide for disclosure of certifications held by the Association Manager. Please review the enclosed disclosure statement.

### **Violation and Fine Policy**

Should any of the rules and regulations of the PGA WEST Master Association be violated, the Board of Directors will implement the adopted violation and fine policy. Please read the enclosed violation and fine policy as it describes the process in its entirety.