



# POLICY and PROCEDURE

P & P #

28

Page #

1 of 1

Date

10/28/2017

Original P&P Date

07/27/2005

## PROPERTY TRANSFER DATA REQUESTS

### Pinebrook Homeowners Association

2108 Flanders Drive P.O. Box 718, Arnold, CA 95223-0718

Phone/fax: (209) 795-2900

Email: pinebrook@pinebrookhoa.org

Website: www.pinebrookhoa.org

### PURPOSE

To define the information required by realtors and title companies for the purchase or prospective purchase of property in Pinebrook.

### POLICY

Pinebrook provides property transfer data in accordance with state laws through this document.

### FORMS

28-1 Property Transfer Information (Required)

### REFERENCE

28-2 Attachment-Pinebrook Subdivision Map

28-3 Attachment-Pinebrook Subdivision History and Status

28-4 HOA Dues & Facilities Comparison

### PROCEDURE

1. When information is requested by a Realtor, Title Company or prospective purchaser, an Information package will be provided on a timely basis. All of the normally requested information is on the Pinebrookhoa.org website.
2. Content of the provided information package on the website:
  - A. Realtors and Title Company Transaction and Checklist Information
  - B. Articles of Incorporation
  - C. Bylaws
  - D. CC&Rs (Rules and Regulations)
  - E. Policy & Procedures: 3, 5, 6, 7,12,17, 19, 21, 26, and 29 with all forms / attachments (Rules and Regulations)
  - F. Annual Operating Budget and R3 Budget with Assessment (Annual Meeting Report)
  - G. Current Balance Sheet Statement
  - H. Current Actual v Budget Financial Statement
  - I. Pinebrook Board Meeting Minutes (last twelve months of minutes)
  - J. Newsletters
  - K. Pinebrook Board Member Contact List
3. Fees for providing documents B through J above in hard copy form and mailed or delivered is \$75.00.
- 4.. The Office Manager is to maintain computer files of the above information to insure prompt response of the information package requested.
5. Whenever possible, emailing and/or website reference of the information required will be considered and encouraged.

Provided By: Pinebrook HOA Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUMMARY OF CHANGE FROM PREVIOUS ISSUE

Changed "Title"; Reformatted; Updated Policy & Procedure list; Minor changes in text.



# POLICY and PROCEDURE

Form #	<b>28-1</b>
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Board Approval Date	10/28/2017
Original P&P Date	07/26/2005

## PROPERTY TRANSFER INFORMATION

The information contained in this form summarizes information typically requested by Realtors, Property Sellers and Buyers and Title Companies concerning "static" information about the Pinebrook Subdivision located in Arnold, California. Additional information as defined in Pinebrook Policy and Procedure # 28 is available.

ITEM	STATUS
1. Rules and Regulation	In CC&R's, Policy and Procedures, or Posted.
2. Age Restrictions, if any	None
3. Insurance: State Farm Policy # 90-XJ-8836-0 Steve Hayward (209-736-5910) 1270 Suzanne Dr, Angels Camp, CA 95222	HOA \$2M liability coverage, Board of Directors \$2M liability coverage, Fire Insurance
4. Regular Assessments Late Penalty	House: \$255/ year; Bare Lot: \$145 / year due 9/1 \$25 plus 10% on 10/1; 1% per month starting 11/1
5. Special Assessment	Board can assess 5% of revenue a year. HOA approval beyond that. None exist/pending.
6. Emergency Assessment	None to date nor anticipated.
7. Other Unpaid Obligations of Seller	None Known
8. Approved Changes to Annual Assessment	Board can increase by up to 20% per year.
9. Settlement Notice Regarding Common Area Defects	None
10. Preliminary List of Defects	None known
11. Restrictions/Prohibition of Renting/Leasing	None
12. Required Statement of Fees	None (No Fees)
13. Pending or Anticipated Claims or Litigation by or against HOA	None Known
14. Number of Designated Parking Spaces	Not designated; room for many
15. Location of Parking Spaces	Beach front, Town Hall, and RV area
16. Number of Designated Storage Spaces	None
17. Location of Storage Spaces	None
18. Private Transfer or Taxes	\$100 Ownership Change Transfer Fee
19. Pet Restrictions	Refer to CC&Rs/Policy & Procedures Posted.
20. Smoking Restrictions	California Law and Policy & Procedures 21
21. Any Other Document Required by Law	None
22. Name and Contact Information of Other HOA's Governing Property	None

I acknowledge receipt of this information sheet and the items contained in Policy Letter #28 along with receipt of the entire information package.

**PLEASE RETURN A SIGNED COPY TO PINEBROOK**

Buyer Name \_\_\_\_\_ Seller Name \_\_\_\_\_ Lot # \_\_\_\_\_ Date \_\_\_\_\_

P.O./Address \_\_\_\_\_ City-State \_\_\_\_\_ Home Phone \_\_\_\_\_

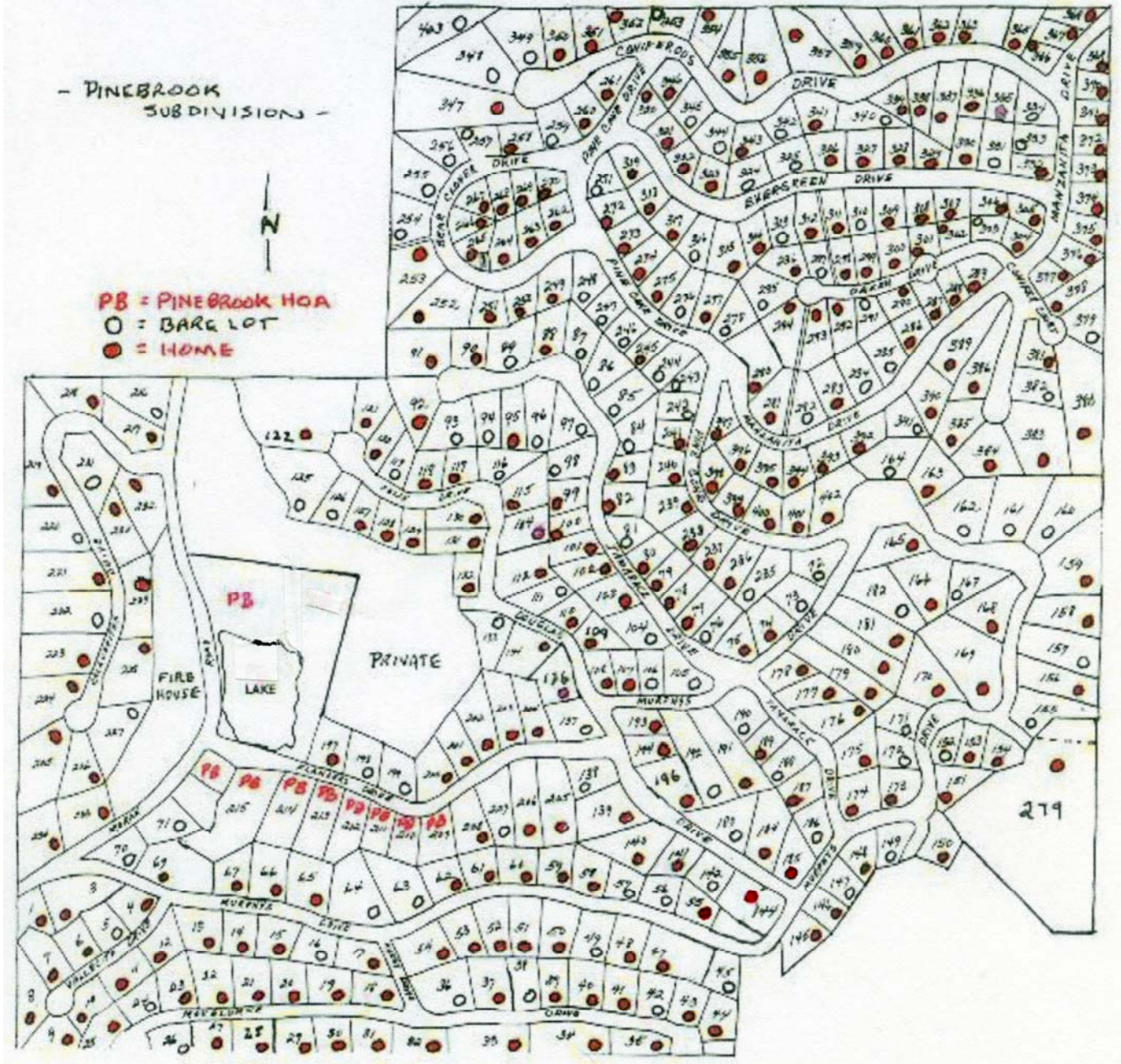
E-Mail Address \_\_\_\_\_



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Attachment #	28-2
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Board Approval Date	10/28/2017
Date	07/2007

## PINEBROOK SUBDIVISION MAP



### Lot Statistics

385 HOA Member Lots, owned by 333 HOA Members  
7 Pinebrook HOA Lots  
3 Pinebrook HOA Parcels



# POLICY and PROCEDURE

Attachment # <b>28-3</b>
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Date 10/28/2017
Original Date 08/25/2006

## PINEBROOK SUBDIVISION HISTORY & STATUS

<u>Unit</u>	<u>Born</u>	<u>Acres</u>	<u># of Lots</u>	<u>Comments</u>
1	1961	50	68 (1 to 71)	
2	1963	120	159 (72 to 234)	# <b>124</b> assigned to Hoskins 06/07 # <b>143</b> re-used for Torres 06/07
3	1964	94	165(235 to 403)	# <b>279</b> re-used for Franklin 01/06 # <b>388</b> assigned to EPFD 06/07
4	Never	approximately 60 acres sold off as 5 to 24 acre parcels		
<b>Total</b>		<b>264</b>	<b>392</b>	

### Pinebrook Common Area

<u>7 Lots</u>	<b>209 210 211 212 213 214 215</b>
<u>2 Parcels</u>	(1) .5 acres at Flanders & Moran corner with sign and landscaping (2) 4.78 acres for road, upper parking, well & maintenance sheds, Lake and Beach

### Original Lots Eliminated Through Lot Line Adjustments

**Lots Merged --** 2 & 3, now 3; 46 & 47, now 47; 68 & 69, now 69; 122 & 123, now 122; 143 & 144, now 144; 195 & 196, now 196; 242 & 243, now 243, 279 & 280, now 280; 363 & 364, now 364

**Lots Split: (3)** 113 split 1/2 to 112 & 1/2 to 114; 135 split 1/2 to 134 & 1/2 to 136; 357 split 1/2 to 356 & 1/2 to 358;

**Never Existed: (3)-124 & 387 & 388**

**Lots Annexed: (4)- 124; 143; 279; 388;** (assigned these unused lot numbers)

### Lot Numbers Available for Re-assignment (11)

2, 46, 68, 113, 123, 135, 195, 243, 357, 363 and 387

### Current Status

<b>Pinebrook Lots Not Available For Building</b>	<b>9</b>
<b>Total Lots Available for Building</b>	<b>385</b>
<b>Lots with Homes</b>	<b>280</b>
<b>Bare Lots</b>	<b>105</b>
<b>Membership Lots (voting memberships)</b>	<b>385</b>
<b>HOA Members (many members own multiple lots)</b>	<b>335</b>
<b>Approximate Full Time Residents</b>	<b>100</b>

**Fire Inspection Lots: Cal Fire- 289, EPFD -105; Total - 394**



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Board Approval Date 10/31/2020
Original P&P Date 04/6/2006

## HOA DUES & FACILITY COMPARISON

### ARNOLD AREA HOA PROFILE COMPARISON

HOA	HOA NAME	CABIN	BARE LOT	TOTAL	FULL TIME	CABIN DUES/YR	BARE LOT DUES/YR	COMMENTS
FM	Forest Meadows	589	137	726	588	\$1,788	\$1,788	Incl Road Maint:Note 3
MS	Mill Site	194	2	196	68	\$ 840	\$ 840	Note 1
BLS	Blue Lake Springs	1,697	328	2,025	400	\$ 772	\$ 772	
BTV	Big Trees Village	1,550	410	1,960	100	\$ 900/155	\$ 900/155	Note 2
SS	Snowshoe Springs	298	71	369	40	\$ 868	\$ 651	incl water
LMP	Lakemont Pines	418	130	548	150	\$ 475	\$ 408	
PB	Pinebrook	280	105	385	100	\$ 255	\$ 145	
LP	Lilac Park	175	31	206	45	\$ 170	\$ 168	Incl \$10 maint fee
FIA	FlyIn Acres/Lakeside	213	50	263	81	\$ 100	\$ 100	
MM	Meadowmont	1,164	258	1,422	261	\$ 24	\$ 24	
GR	Grizzly Ridge	30	6	36	15	\$ 20	\$ 20	
LC	Love Creek							
MT	Meadowview Twnhse	17	0	17	5	\$ 600	\$ N/A	Incl Outside Maint
SHR	Sky High Ranch	100?	146?	249	?	\$1,165	\$1,165	Incl water
BL14	Blue Lake 14, 15, 16	245	72	317	192	N/A	N/A	
IH	Indian Hills 1,2, Misc	48	2	50	36	0	0	Have Road Maint

- Note: 1. Millwoods: Mill Site Owners Assoc (Master Assoc.) Mill Site Townhomes (Sub HOA). For the Townhouse section of Mill Site (32 units) dues are \$2,496 to cover ext building paint, shell, roofs, and structure, fire & CA liability insurance. Mill Site covers other aliases like Mill Woods and Mill Creek.
- Note: 2. Membership for facilities is not required, second rate is for no use of facilities; \$660 for rental property; \$725 for unaccompanied guest pass fee. Non- BTV resident use(UFM) is \$425 or \$575
- Note: 3. Five Condo association (48 units) which pay separate condo dues in addition to HOA dues. Also, 70 of full timers are renters.

#### MM, GR, MT, and SHR No Facilities, some have annual social functions

HOA	LK	PL	CH	SS	TC	VB	BB	BsB	HS	SB	PG	BC	DG	BBQ	PA	PT	RV	SP	GF	RF	RR
FM		2	1		4		2		2		2	2		3	2	24		Y	Y	N	Y
MS		1	1		1		1		1					1	1	3		N	Y	N	Y
BLS	2	1	1	1	4	2	1		2	1	1	1	Y	6	1	20		Y	N	Y	Y
BTV		2		1	2	2	1	1	2	2	1			6	1	35		N	Y	Y	Y
SS	1						1							2	1	4		N	Y	N	Y
LMP	1		1	1		2	1		1	2	1			4	1	6		Y	\$5	N	Y
PB	1		1			1	2	1	3		2	1	6	5	2	44	5	Y	Y	Y	Y
LP		1		1		1			1		1			2				Y	Y	N	Y
FIA	1															3		Y	?	N	Y

BBQ - BBQ pits  
 BB - Basketball Court  
 BsB - Baseball Field  
 BC - Bocce Ball Court  
 CH - Clubhouse  
 DG - Disc Golf Course Holes  
 GF - Guests w Owner Free?

HS - Horseshoes  
 LK - Lake  
 PA - Picnic Area  
 PT - Picnic Tables  
 PG - Playground  
 PL - Pool(s)  
 RR - Restrooms - Lake / Pool

RF - Rent Facilities to outsiders?  
 RV - RV spots  
 SB - Shuffleboard  
 SS - Snack Shack  
 SP - Social Program  
 TC - Tennis Court  
 VB - Volleyball