

Meadowland of Marin
2026 ANNUAL POLICY STATEMENT

Association Contact Information

Documents may be delivered to **Meadowland of Marin, Inc.** at the following addresses:

U.S. Mail:

Maya Butterfield, President
Meadowland of Marin
4 Shemran Court
Fairfax, CA 94930

Express Carrier (e.g. FedEx, etc.):

Maya Butterfield, President
Meadowland of Marin
11 Shemran Court
Fairfax, CA 94930

E-Mail: board@meadowlandofmarin.com

Notices

Individual Delivery

Members have the right to receive certain documents by individual delivery. These documents may be delivered by first-class mail, postage prepaid, registered or certified mail, express mail, or overnight delivery by an express carrier. The document will be addressed to the recipient at the address last shown on the books of the association.

If the member has consented to receiving delivery of documents by email, the association will deliver documents by e-mail. This conserves resources and reduces the costs of the association.

Secondary Individual Delivery Address

Upon receipt of a request by a member, the association will deliver an *additional* copy of required notices to the secondary address identified in the request.

General Notices

Documents permitted to be distributed by general notice may be delivered by any of the following means:

- Posted on the Meadowland bulletin board on the eastern exterior of the clubhouse at 4 Shemran Ct.
- Posted on the Meadowland of Marin website, www.meadowlandofmarin.com
- Emailed using the Meadowland of Marin e-mail distribution list.
- U.S. Mail, or express carrier
- Hand delivery
- Inclusion in a billing statement, newsletter, or other document

If a member requests to receive general notices by individual delivery, the association will use one of the means indicated under “Individual Delivery,” above, to deliver the document.

Right to Receive Copies of Meeting Minutes

Members have the right to obtain copies of board meeting minutes. Board meeting minutes, or draft copies thereof, will be posted within 30 days on the Meadowland of Marin website, www.meadowlandofmarin.com. Members may also request printed copies of the board meeting minutes by contacting the association as noted in “Association Contact Information,” above.

Assessments

Regular assessment is due the 1st day of every month. (Meadowland of Marin CC&R IV.1)

Making fewer payments per year facilitates bookkeeping. If possible, please indicate on your check which month(s) your payment covers.

Mailing Address for Payment of Assessments

Payments of assessments may be delivered to the treasurer at the following addresses:

U.S. Mail:

Treasurer
Meadowland of Marin
4 Shemran Ct.
Fairfax, CA 94930

Express Carrier (e.g. FedEx, etc.):

Ron Kane, Treasurer
Meadowland of Marin
3 Shemran Court.
Fairfax, CA 94930

Assessment Collection Policy Notice

The following assessment collection policy notice is required by California Civil Code, Section 5730.

NOTICE ASSESSMENTS AND FORECLOSURE

This notice outlines some of the rights and responsibilities of owners of property in common interest developments and the associations that manage them. Please refer to the sections of the Civil Code indicated for further information. A portion of the information in this notice applies only to liens recorded on or after January 1, 2003. You may wish to consult a lawyer if you dispute an assessment.

ASSESSMENTS AND FORECLOSURE

Assessments become delinquent 15 days after they are due, unless the governing documents provide for a longer time. The failure to pay association assessments may result in the loss of an owner's property through foreclosure. Foreclosure may occur either as a result of a court action, known as judicial foreclosure, or without court action, often referred to as nonjudicial foreclosure. For liens recorded on and after January 1, 2006, an association may not use judicial or nonjudicial foreclosure to enforce that lien if the amount of the delinquent assessments or dues, exclusive of any accelerated assessments, late charges, fees, attorney's fees, interest, and costs of collection, is less than one thousand eight hundred dollars (\$1,800). For delinquent assessments or dues in excess of one thousand eight hundred dollars (\$1,800) or more than 12 months delinquent, an association may use judicial or nonjudicial foreclosure subject to the conditions set forth in Article 3 (commencing with Section 5700) of Chapter 8 of Part 5 of Division 4 of the Civil Code. When using judicial or nonjudicial foreclosure, the association records a lien on the owner's property. The owner's property may be sold to satisfy the lien if the

amounts secured by the lien are not paid. (Sections 5700 through 5720 of the Civil Code, inclusive)

In a judicial or nonjudicial foreclosure, the association may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The association may not use nonjudicial foreclosure to collect fines or penalties, except for costs to repair common area damaged by a member or a member's guests, if the governing documents provide for this. (Section 5725 of the Civil Code)

The association must comply with the requirements of Article 2 (commencing with Section 5650) of Chapter 8 of Part 5 of Division 4 of the Civil Code when collecting delinquent assessments. If the association fails to follow these requirements, it may not record a lien on the owner's property until it has satisfied those requirements. Any additional costs that result from satisfying the requirements are the responsibility of the association. (Section 5675 of the Civil Code)

At least 30 days prior to recording a lien on an owner's separate interest, the association must provide the owner of record with certain documents by certified mail, including a description of its collection and lien enforcement procedures and the method of calculating the amount. It must also provide an itemized statement of the charges owed by the owner. An owner has a right to review the association's records to verify the debt. (Section 5660 of the Civil Code)

If a lien is recorded against an owner's property in error, the person who recorded the lien is required to record a lien release within 21 days, and to provide an owner certain documents in this regard. (Section 5685 of the Civil Code)

The collection practices of the association may be governed by state and federal laws regarding fair debt collection. Penalties can be imposed for debt collection practices that violate these laws.

PAYMENTS

When an owner makes a payment, the owner may request a receipt, and the association is required to provide it. On the receipt, the association must indicate the date of payment and the person who received it. The association must inform owners of a mailing address for overnight payments. (Section 5655 of the Civil Code)

An owner may, but is not obligated to, pay under protest any disputed charge or sum levied by the association, including, but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

An owner may dispute an assessment debt by submitting a written request for dispute resolution to the association as set forth in Article 2 (commencing with Section 5900) of Chapter 10 of Part 5 of Division 4 of the Civil Code. In addition, an association may not initiate a foreclosure without participating in alternative dispute resolution with a neutral third party as set forth in Article 3 (commencing with Section 5925) of Chapter 10 of Part 5 of Division 4 of the Civil Code, if so requested by the owner. Binding arbitration shall not be available if the association intends to initiate a judicial foreclosure.

An owner is not liable for charges, interest, and costs of collection, if it is established that the assessment was paid properly on time. (Section 5685 of the Civil Code)

MEETINGS AND PAYMENT PLANS

An owner of a separate interest that is not a time-share interest may request the association to consider a payment plan to satisfy a delinquent assessment. The association must inform owners of the standards for payment plans, if any exists. (Section 5665 of the Civil Code)

The board must meet with an owner who makes a proper written request for a meeting to discuss a payment plan when the owner has received a notice of a delinquent assessment. These payment plans must conform with the payment plan standards of the association, if they exist. (Section 5665 of the Civil Code)

Enforcement Policies for Collection of Delinquent Assessments

Assessments not paid by the 20th day of the month are subject to a \$5.00 late fee for each past due month.

Past due notices are sent out quarterly to homeowners whose assessments are more than 30 days delinquent.

If assessments are more than 6 months delinquent, a lien may be filed against the property. (Meadowland of Marin CC&R IV.2)

Disputes

Internal Dispute Resolution Procedure

This procedure applies to a dispute between an association and a member involving their rights, duties, or liabilities under the Davis-Stirling act, under the Nonprofit Mutual Benefit Corporation Law (Part 3 (commencing with Section 7110) of Division 2 of Title 1 of the Corporations Code), or under the governing documents of the association.

Disputes shall be resolved in accordance with the procedures appearing in California Civil Code Section 5915, "Default Meet and Confer Procedure," as summarized below.

Either party to a dispute within the scope of this article may invoke the following procedure:

- (1) The party may request the other party to meet and confer in an effort to resolve the dispute. The request shall be in writing.
- (2) A member may refuse a request to meet and confer. The association may not refuse a request to meet and confer.
- (3) The board shall designate a director to meet and confer.
- (4) The parties shall meet promptly at a mutually convenient time and place, explain their positions to each other, and confer in good faith in an effort to resolve the dispute. The parties may be assisted by an attorney or another person at their own cost when conferring.
- (5) A resolution of the dispute agreed to by the parties shall be memorialized in writing and signed by the parties, including the board designee on behalf of the association.

A written agreement reached under this section binds the parties and is judicially enforceable if it is signed by both parties and both of the following conditions are satisfied:

- (1) The agreement is not in conflict with law or the governing documents of the common interest development or association.
- (2) The agreement is either consistent with the authority granted by the board to its designee or the agreement is ratified by the board.

A member shall not be charged a fee to participate in the process.

Summary of Alternative Dispute Resolution Requirements

(Civil Code §§ 5925-5965)

An association, owner or member of an association may not file an action in Superior Court seeking either: (a) declaratory or injunctive relief to enforce the governing documents, the Davis-Stirling Common Interest Development Act, or the Corporations Code, or (b) in conjunction with a claim for \$7,500 or less (other than assessments), unless the parties have endeavored to submit their dispute to alternative dispute resolution (ADR), which includes mediation, arbitration, conciliation, or other nonjudicial procedure that involves a neutral party in the decision making process. The ADR process may be binding or non-binding.

This requirement does not apply to disputes within the jurisdiction of the Small Claims Court or disputes over assessments.

The ADR process is commenced by one party serving the other party with a Request For Resolution. It must contain the following:

- a. A brief description of the dispute;
- b. A request for ADR; and
- c. A notice that the party receiving the Request For Resolution must respond within 30 days or the Request For Resolution will be deemed rejected.
- d. If the person on whom the Request For Resolution is served is an owner, a copy of the statutes governing ADR (Civil Code §§ 5925 - 5965).

Service of the Request For Resolution may be by personal delivery, first-class mail, express mail, facsimile or other means reasonably calculated to give the other party actual notice.

A party served with a Request For Resolution has 30 days to accept or reject the request. Failure to accept or reject is deemed a rejection.

If the Request For Resolution is accepted, ADR must be completed within 90 days from the date of acceptance. The deadline can be extended by a written agreement among all parties.

The costs of ADR shall be shared by the parties.

The time to file a civil action is suspended while ADR is pending.

Refusal to participate in ADR may result in the loss of the right to recover attorney fees in a subsequent Superior Court action.

FAILURE OF A MEMBER OF THE ASSOCIATION TO COMPLY WITH THE ALTERNATIVE DISPUTE RESOLUTION REQUIREMENTS OF SECTION 5930 OF THE CIVIL CODE MAY RESULT IN THE LOSS OF YOUR RIGHT TO SUE THE ASSOCIATION OR ANOTHER MEMBER OF THE ASSOCIATION REGARDING ENFORCEMENT OF THE GOVERNING DOCUMENTS OR THE APPLICABLE LAW.