

Eastgate Condominium Association

Information Package



Updated March 2010

Eastgate Condominium Association

Dear Homeowner:

Welcome to the Eastgate Condominium Association. We are proud of our community and know that you will find it to be a comfortable and enjoyable place to live. When you purchased your home, you should have received a copy of the restated Covenants, Conditions, and Restrictions (CC&R's), the Bylaws, the Articles of Incorporation, and a financial statement for the Association*. This Homeowner's Manual includes other information and a set of the revised policies that have been adopted by the Board of Directors, which all homeowners and residents are obliged to follow. The homeowner is responsible to ensure that new tenants receive a copy of this manual. Please take a few minutes to read this document as it explains the rules and powers of the Eastgate Condominium Association to which you now belong.

Our community is governed by a Board of Directors who generally meets once per month and has active committees involved in the various aspects of enabling the community to function properly. Notices are posted in the newsletter noting the Board meeting date and other important information. The Annual Meeting of the members is during the month of September. If you have any questions, please direct them to the Board of Directors in care of the Management Company, CID Management, Inc., 1460 Washington Blvd. A203, Concord, CA 94521.

All residents are urged to actively participate in all association activities, and we hope that you will join us in continuing to make a Eastgate wonderful place in which to live.

Sincerely,

The Board of Directors

Board of Directors,
Eastgate Condominium Association

*Additional copies of the Association documents are available from the management company for a nominal fee.

Eastgate Condominium Association

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Important Telephone Numbers

Association Contacts

CID Management, Inc.
Homeowner Association Management
1460 Washington Blvd. A 203
Concord, CA 94521
(925) 672-2221
FAX:672-4224
www.cidhoa.com

Assessment Payments

First Bank
Homeowners Association Services
P.O. Box 15003
Vallejo, CA 94591-1903

Insurance Brokers

WestCallawayStotka
200 Gregory Lane, Bldg. A
Pleasant Hill, CA 94523
(925) 686-2860
(925) 686-6118 FAX

Community Contacts

Emergency	911
Martinez Police Department	(925) 372-3546
Mt. Diablo Medical Center	(925) 372-8200
Postmaster	(800) 275-8777
Parks & Recreation	(925) 372-3510
Library	(925) 646-2898
AT & T	(800) 743-5000
Comcast Cable	(800) 222-0300
Recycling	(925) 685-4711
Contra Costa Water District	(925) 688-8000
PG&E	(800) 743-5000
City of Martinez	(925) 372-3500
Parking Officer	(925) 372-3540
Public Works	(925) 372-3581
Creek Flooding Problems	(925) 372-3580
Planning	(925) 372-3515
Allied Waste Services/Republic Services	(925) 603-1383
Chamber of Commerce	(925) 228-2345
Martinez Unified School District	(925) 313-0480
Mountain View Sanitary District	(925) 228-5635

The association pays for disposal service and water.

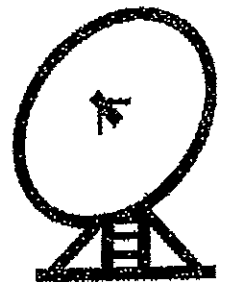
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ALTERNATIVE DISPUTE RESOLUTION (ADR)

In order to alleviate the heavy court calendars, the California Civil Code, section 1354, was amended in 1994 to require that association disputes be resolved alternatively prior to filing a lawsuit. California Civil Code #1354 addresses your rights to sue the association or another member of the association regarding the enforcement of the governing documents. Failure by any member of the association to submit the dispute to a form of alternative dispute resolution, such as mediation, binding or non-binding arbitration, prior to initiating a lawsuit, may result in the loss of your rights to sue the association or another member of the association regarding enforcement of the governing documents. To initiate the process, serve a request for resolution, to the other party. The request must contain 1) a brief description of the nature of the dispute, 2) a request for Alternative Dispute Resolution (ADR), and 3) a notice that the party receiving the notice has thirty days (30) to respond or the notice will be deemed rejected.

ANTENNA GUIDELINES

The Federal Communications Commission adopted a ruling in October 1996 allowing antennas, including satellite dishes and television antennas, in Common Interest Developments (CID's) even if the governing documents prohibit them. The following policy was adopted in compliance with this ruling.



Installation:

The sole requirement for installation of a satellite dish and/or television antenna is noted below:

The homeowner must submit a written request to the Architectural Committee prior to commencing with the installation. The primary preference that the dish be installed on a freestanding pedestal in a location where proper signal reception can be received. Only after the determination that a freestanding pedestal location is not available, then the dish may be installed on the chimney at the discretion of the Architectural Committee.

All cabling must be painted to match the exterior and run across the eaves or trim parallel to the edge of the structure and not at an angle to minimize exterior visual distraction. The cabling should be attached to the structure and not hang loose. Cabling should enter the building as close as possible to the dish/antenna location. The maximum satellite dish size allowed is one meter (approximately thirty-six inches).

Owner agrees to:

Maintain the dish/antenna for appearance and safe working order.

Accept liability for all damages arising from installation or repair of the dish/antenna(s). Indemnify the association from any liability or claims, demands, damages, costs or judgments related to the dish/antennas or its installation.

Obtain any necessary permits from the City of Martinez prior to installation

Remove the antenna in order for the association to perform any necessary building maintenance.

A full copy of the FCC ruling is available on the Internet.

Eastgate Condominium Association

ANTI ABUSE POLICY

We prohibit harassment in any form, including verbal and physical harassment. In general, verbal or physical conduct constitutes harassment when it interferes or creates an intimidating, hostile or offensive environment. Residents, Board members, and employees of Eastgate are to be treated with respect and dignity. Harassment of any kind is prohibited both by law and by Eastgate policy. We strongly oppose and have zero tolerance for such conduct. We will investigate all such claims and take appropriate action in order to prevent, correct and if necessary, discipline behavior, which violates this policy. We also strongly suggest residents contact the police to report incidents.

ARCHITECTURAL POLICY

The purpose of the Architectural Review Committee is to ensure all home improvements are standard and that harmony of exterior design throughout the development is maintained. For this reason, Architectural Committee approval must be obtained before making any permanent changes/additions to your home including:

- * Security Door
- * Patios
- * Window/Slider Replacement
- * Security Light
- * Screen/Storm Door
- * Window Coverings

Any change to either the interior or exterior of the unit or other changes affecting the common area are subject to architectural approval and may be subject to the receipt of permits from the City of Martinez. Please submit requests for change to Management in writing. The requisite form is enclosed in this package. Violations of the ARC Rules and procedures, like all other violations of our governing documents, are subject to the enforcement procedures set forth in the CC&R's and Bylaws. Violators will be charged the costs of removing or remedying any noted violations.

ASSESSMENT PAYMENTS

Payments are mailed directly to the bank in the envelope provided with coupon books. Coupon books are issued annually. Assessments may also be made through an automated debit system. Please find enclosed the requisite form. If you are interested in this service, complete the form and return it to the bank.

The Board of Directors is obligated by the Covenants, Conditions, and Restrictions to collect delinquent assessments. If a member finds him/herself in financial difficulty the Board of Directors will consider repayment programs on a case-by-case basis. If you have any questions regarding this policy, please contact CID Management, Inc. (925) 672-2221 or write to the Board of Directors, through the Management Company.

*Online payments/First Bank

Eastgate Condominium Association

BOARD MEETING PARTICIPATION

Member participation is limited at the Board meetings to a homeowner's forum period set at the beginning of the Board meeting. It includes a thirty-minute question and answer period where members may speak subject to Robert's Rules of Order. This session is followed by Board business where members may not participate, but are certainly encouraged to attend in order to be informed of all Board activities/actions. All meetings are open to the members except those meetings where member discipline, litigation or personnel matters are discussed. By law, the items described above must be discussed in an Executive Session to preserve confidentiality,

If you would like to participate in the governance of your community, you are encouraged to join a committee or volunteer to stand for election and, if elected, serve on the Board of Directors for a period of two years.

EMERGENCY PROCEDURES

In case of an emergency, dial 911 immediately. For assistance from Management call (925) 672-2221, and follow the instructions. All homeowners should locate the shutoff valves for water and gas to their respective unit in order to be prepared in case of an emergency. Please keep the roadways within the development and parking lots clear at all times for emergency vehicles.

INSURANCE INFORMATION

The Board of Directors places the insurance coverage out to bid annually. Please see your budget, mailed to each owner annually in November for the most current information. There is a \$5,000 deductible. These coverage's meet the requirements of the California Civil Code for Common Interest Developments. For a copy of the declarations page for the master policy, please contact the agent directly.

The Board of Directors passed a resolution to have all claims initiated by Management. The designated insurance company will not take claims on the master policy from individual homeowners. The following applies to the payment of the deductible on a covered loss:

If the damage originates and occurs within one unit, then the unit owner shall be responsible for the deductible.

If damage originates in the common area and causes damage to a unit, then the Association shall be responsible for payment of the deductible.

If damage occurs to one unit and is caused by another unit, then the unit causing the damage shall be responsible for payment of the deductible.

It is very important that you explore your own risks with a Common Interest Development (CID) knowledgeable insurance agent and purchase coverage to protect you from liability in the common area (if any), and your own unit, and to prevent any "gaps" between association coverage. Ask at the same time about "loss assessment" or "special assessment" coverage. The association policy does not cover personal property. All residents are required by the governing documents to carry contents insurance.

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INVESTMENT POLICY

We, the undersigned, Members of the Board of Directors of Eastgate Condominium Association, a corporation organized under the (California State Statute), being all the current members of such Board as presently constituted, do by this writing consent to the following resolution:

WHEREAS the Board of Directors desires to manage reserve assets in a prudent manner,

BE IT RESOLVED THAT the following investment policy, including goals and objectives, investment strategy, security classes selected, and control and review procedures, be adopted:

Goals and Objectives

The Association's reserve assets shall be invested in an effort to achieve the following prioritized objectives:

- Promote and assure the preservation of the principal;
- Structure maturities to ensure that assets will be liquid for anticipated needs;
- Achieve long-form investment performance appropriate for the asset classes selected.

Investment Strategy Liquid Portion

On a quarterly basis, review the Association's reserve schedule for the upcoming quarter. During each quarter, place and maintain in liquid accounts an amount equal to the expected expenditures plus a twenty percent (20%) "cushion" for unexpected expenditures. This amount shall be defined as the base liquid portion.

Non-liquid portion

Except for those funds, which will remain liquid, it is expected that litigation assets will be invested in non-liquid assets as follows:

Laddering Strategy

Select individual securities that have maturities of one to five years. Structure these maturities so that an approximately equal proportion comes due every month. With matured funds, consistently purchase securities at the long end of the maturity range. The Board may reduce the longest maturity as market conditions warrant. (For example, during periods of very low interest rates, the Board may wish to purchase securities with maturities shorter than five years.) The expectation of this laddering strategy is that the assets shall benefit from longer-term rates, which are commonly higher than short-term rates, while maintaining readily available fund and cash flow.

In structuring maturities, review the Association's reserve schedule to ensure the maturing funds are sufficient to cover anticipated expenditures each year.

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New Funds

As the liquid portion of the reserve assets grows (from earnings as well as from new reserve contributions), additional amounts will become investable into the non-liquid portion, Combine these newly investable funds with proceeds from laddered securities when they mature, and invest the combined amount, maintaining the basic laddered structure.

Security Classes Selected

The following securities meet the Board's Goals and Objectives as stated above:

- HOA Bank liquid accounts
- HOA money market mutual funds investing only in U.S. Treasury and Treasury-backed securities
- Certificates of deposit in FDIC-insured financial institutions, with no more than \$100,000 in any such institution, unless additional deposit insurance is provided by the bank, and purchased with the intent to hold to maturity. Such certificates will not be purchased on the secondary market and hence discount or premium (which is not insured by the FDIC) will not arise:
- Treasury bills, notes or bonds purchased with the intent to hold to maturity.

Review and Control

- All investments will be purchased in the name of the Association.
- The signatures of at least two Board members must be obtained for withdrawals or transfers of reserve assets.
- Banks must provide timely and accurate monthly statements to your Management Company, which will reconcile all statements within 30 days of receipt. Such statements and reconciliations will be provided to the Board for its review.
- Each month the Board will review financial statements to check to see that its goals and objectives are being met.

MAINTENANCE POLICY

Owner's Responsibility

Assigned parking spaces
Repair deck surface
Plumbing from Shut-off valve in unit interior
Utility Lines
All Glass/Windows/Sliders
Air Conditioning & Heating Units
Mailbox & House Locks – USPS
Fixtures serving a single unit, such as:
locks, windows, window screens
Storage Doors

Versus

The Association's Responsibilities

Common Area
Common Area Landscaping
Paint Structure
Roofs, Gutters & Downspouts
Common Staircases
Parking Lot & Sidewalks
Common Area Lighting
Structural Repairs
Fencing

Eastgate Condominium Association

It is a pleasure to present you with the Rules of the Eastgate Condominium Association, updated March 2010. By its nature, planned unit living creates certain situations, which require the consideration and cooperation of all residents and their guests. These rules and regulations are designed as a guide to resident's mutual obligations to ensure the comfort, safety, and pleasure of all residents and to ensure the value of our mutual asset is maintained.

USE RESTRICTIONS:

NOISE: Residents shall take care to be certain that no excessive noise occurs from vehicle, motorcycles, stereos within the unit, car stereos, or otherwise from their homes between the hours of 10:00 P.M. to 8:00 A.M.

BARBECUES: No charcoal barbecues are allowed. Only propane gas barbecues may be used.

CLOTHES: Clotheslines and drying of items on the balconies and railings is strictly prohibited.

SIGNS: One sign, 18" x 24" signifying the unit as "For Sale" or "For Lease" may be displayed in the unit window. No commercial signs may be displayed without prior written approval. No real estate signs are to be placed in the landscaping or common area.

LEASES: Owners are responsible and liable for any and all damage caused to the common area by their tenants. Owners are responsible to provide a copy of the CC&R's and these rules to their tenant(s) and for any violations of the rules. Management is to be notified of a change in lease of all units with the new tenant's name and phone number by completing the enclosed form. All leases shall be for a minimum of six months. Sublets are not allowed. Upon close of escrow, units must be owner occupied for no less than 1 year.

TRASH: There are six disposal bins available for residents' use. They are located in enclosures throughout the development. All household trash should be placed wholly within their respective bins. If one bin is full, please utilize another one. To dispose of large items, please telephone the Management Company for an extra pick-up. The disposal company does not remove items left outside of the bin. Large boxes are to be broken down. Toxic items should be disposed of safely by contacting the nearest toxic disposal site. Toxic materials should never be poured or washed down the sewers. Please do not litter. Recycling is available.

SUPERVISION: It is strongly recommended that children not be allowed to play in the parking lot and driveway areas as vehicles are backing out of parking spaces, entering and exiting the development continually. Please supervise your children when using the common area to ensure their safety.

RECREATION: No ball sports or wheeled toys. The common areas were designed for passive recreation.

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LANDSCAPE: The common area landscaping is maintained by the Eastgate Condominium Association.

The green belt areas are intended for passive recreation and enjoyment only and not intended for active recreational sports due to the fact that this type of activity will cause permanent deterioration of the green belts. Tampering with sprinkler heads, time clocks, lights, pumps, etc., is prohibited. Please notify management immediately if you notice a problem or an act of vandalism.

FRONT ENTRANCES

Potted plants only. 2 to 4 plants (10 - 12 inch maximum diameter) on either side of the front wall siding by door; not blocking unit entry and out of areas of Landscape Company workers. They are to be well maintained. Plants must be live plants; not artificial. Dead plants must be removed as well as empty pots.

Garden Hoses

Must be removed from in front of unit or neatly rolled up and placed behind shrubbery so that hoses are not laying on planted material. Hoses must have a shutoff nozzle when in use.

PATIOS, DECKS AND BALCONIES

Patio Area

To avoid wood damage, no planter boxes or plant material or dirt is to come in contact with fencing or exterior siding of buildings.

Decks

If at any time decking, flower boxes or potted plants come in contact with fencing, siding or balcony railings causing damage, the owner will be responsible to make repairs.

Due to liability, planters/plants on the deck railings are prohibited.

All planters placed on patios or decks need drip plates to catch water and prevent overflow that will damage wood. A reasonable number of potted plants on decks (maximum of 6), and small enough to be picked up and moved are acceptable.

No materials, carpeting, tile or otherwise, are to be laid on deck flooring. This would include an awning under the deck.

Decks and patio areas are not to be used for storage.

(OWNERS ARE RESPONSIBLE FOR ANY WOOD DAMAGE TO FENCES OR DECKS)

WINDOW COVERINGS

Drapes - Conventional window coverings must be installed. No foil, sheets or other unconventional items shall be applied to the glass windows or hung from the balconies or decks. Window coverings showing to the outside common area shall be white or off-white.

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Architectural Standards – Doors

Screen Doors

Columbia Steelbreeze Model	36"	Bronze	\$79.00
Tru-Frame, Riviera Model	36"	Bronze	\$156.00 w/tax - \$95 to install
(This is the original screen door)			

Home Depot, Martinez or Window & Beyond, 1190 Burnett Ave. Ste. B, Concord, 689-8970
Approximate cost

Security Door

Leslie Lock Co. Steel Laguna, Model 507	36"	Black	\$74.00
Resistance 250 lbs. (many people have this door)			
Steel Charleston Model 650FA	36"	Black	\$159.00
Resistance 550 lbs. (some people have this door)			

Home Depot, Martinez – Approximate cost

Storm Doors

Anderson EMCO/Windows

EMCO 200 Series Triple Track	36"	Bronze	\$139.00 w/ hardware
7 year warranty			Black push-bottom handle
EMCO 300 Series Triple track	36"	Bronze	\$179.00 with hardware
12 year warranty			Brass Handle
Home Depot, Martinez.			
Tru-Frame Series 300	36"	Bronze	\$199.00 w/tax - \$95 to install
(This is like the original storm door)			

Window & Beyond (see above)
Approximate cost

Eastgate Condominium Association

Architectural Standards – Windows

Windows

New construction or retrofit
Manufacturer's – Anderson, Milgard, Simonton

Garden Window
Must be anodized aluminum finish

Bedroom Window
Anodized Aluminum or White Vinyl
Sliding or Glider Style
Dual pane, No grids

Vendors

Ask Windows, 280 Arthur Rd, Martinez, 229-5900
Window & Beyond, 1190 Burnett Ave. Ste. B, Concord, 689-8970
Home Depot

Sliding Glass Doors

Anodized Aluminum or White Vinyl
No Grids

New Construction Window (Full Frame Replacement)

Pros

- A more "custom" look
- Less prone to leakage
- No loss of glass area

Cons

- May cause damage to trim/siding
- More expensive
- Takes longer to install

Retrofit Window (Window Only Replacement)

Pros

- Less Expensive
- Can be completed quickly
- No damage to siding/trim

Cons

- More prone to leakage
- Wider frame; some glass area lost
- Some styles look unprofessional

*Architectural approval required before making any changes to your property.

Eastgate Condominium Association

PETS:

NUMBER: Residents may keep one (1) dog (not to exceed twenty pounds) and/or one cat or other household pet appropriate for planned unit living. In addition, residents may keep a reasonable number of small caged animal, birds, or fish. Poultry or livestock are prohibited from the development.

DAMAGE: Owner's are responsible for any and all damage to the common area caused by their pets or the pets of their tenants.

NUISANCE: Nuisance barking will not be tolerated. It is suggested that owners spay or neuter their pets.

LEASH LAW: Dogs are to be leashed at all times while in the common area. Unleashed animals are subject to county animal control. The owner of any pet creating a nuisance is subject to not only civil or criminal prosecution by the authorities or a private citizen, but action may also be taken by the Board of Directors.

CATS: Cats are not allowed to roam the premises. They dig in soft dirt leaving feces, usually near residents' front doors, which is offensive. Please keep cats inside units. Cats should wear collars identifying the owner and owner's unit, if found outside in the common areas.

CLEAN UP: Dog and cat owners shall promptly clean up after their pets. Damaged lawns or other landscaping will be the owner's responsibility to replace.

PARKING POLICY

The roadways within the development are private property and the parking or blocking of parking spaces or carports is prohibited. Any violation of City Ordinances regarding parking is subject to fine and/or towing at the owner's expense.

SPEED LIMIT: The speed limit is 10 MPH.

REPAIRS: Automobile repairs are not to be performed within the development. Inoperable vehicles are not permitted to be stored within the development. Owners are responsible for keeping their parking areas clean and free of oil.

VEHICLES: No boats or RV's are to be parked within the development at any time. Commercial vehicles or trucks over 3/4 ton are prohibited from the development. Washing vehicles in the complex is prohibited.

GUEST PARKING: Visitor parking is for guests only and is limited to 24 hours. Residents will be tagged and subjected to the association's towing policy. There is additional parking on Fig Tree Lane.

Eastgate Condominium Association

FIRE LANES: The driveway is a fire lane. Parking is not permitted in the fire lanes, in red curbed area, within fifteen feet of a fire hydrant, or in any area that interferes with the ingress and egress to a parking space. Parking is allowed in designated spaces only.

TOWING POLICY

The following policy on removal of vehicles has been established:

VIOLATION NOTICE

One notice will be placed on a vehicle violating the storage or repair rules prior to removal.

TOWING AND RETRIEVAL

All vehicles or other equipment parked or stored in violation of these rules will be subject to towing or removal from the premises. All costs incurred for such actions, including but not limited to towing, storage, retrieval, and reasonable attorneys' fees and court costs, if incurred, will be charged to the owner or operator of the vehicle or equipment involved. Vehicles will be taken to a private storage lot. Charges for towing and one day of storage are approximately \$250. Weekend retrieval is an extra charge. The name and phone number of the tow company is posted at the entryway.

FIRE LANES: Vehicles parked in fire lanes or red curb zones will be towed without notice.

VIOLATION ENFORCEMENT POLICY

Voluntary compliance with the rules and regulations is appreciated. However, should a member fail to abide by the requirements of the governing documents including the rules contained herein, the Board of Directors has established the following policy:

FIRST NOTICE: Owners will receive a courtesy notice, with a copy to the tenant where applicable, requesting that the violation be corrected within 15 days.

SECOND NOTICE: If said violation is not corrected within 15 days, a second notice will be mailed stating the Board's intent to impose a fine in the amount of \$150 and request the member attend a hearing in the matter.

***CONTINUING OFFENSE:** For each violation that is not corrected within 15 days of the second notice, an additional fine of \$50 per day can be imposed until the violation has been corrected. Alternately, the Board may pursue legal action against the owner or individual in violation. All costs for collection of assessments will be the responsibility of the owner.

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POOL RULES

Please be courteous to those who live around the pool area, keep the noise level to a minimum, cleanup after yourself, and use caution while swimming.

PETS: No pets are allowed in the pool or pool area.

SAFETY: Hours of operation are from 8:00 A.M. to 9:00 P.M. daily.
There is no lifeguard on duty. Swim at your own risk.
The pool gate must remain closed at all times.
No running, roughhousing, toys, flotation devices, (except for children's safety) are allowed in the pool area.

CHILDREN: Children under the age of 3 years may not use the pool without a tight fitting plastic pant.
Children under the age of 14 must be accompanied by an adult 18 years or older.

GLASS: No glass or breakable containers are allowed in the pool area. Non-alcoholic beverages may be consumed if in non-breakable containers. Please remove all refuse to the garbage containers. Alcohol and use of illegal substances is prohibited. Residents are encouraged to report such activities to the police.

HYGIENE: Manufactured swim attire must be worn in the pool. Pool furniture is to remain in the pool area four feet from the pool.

NUISANCE: Any activity creating undue noise such as yelling or loud radios is prohibited.
No running, roughhousing, or loud noise will be tolerated. Abuse of these rules may result in your pool privileges being revoked.

SMOKING: There is no smoking in the pool area.

GUESTS: The pool area is reserved for owners, tenants and invited guests. Please be courteous to your neighbors and limit the number of guests, especially on the weekend. No unauthorized BBQ, gathering or party will be permitted without prior approval from the Board of Directors

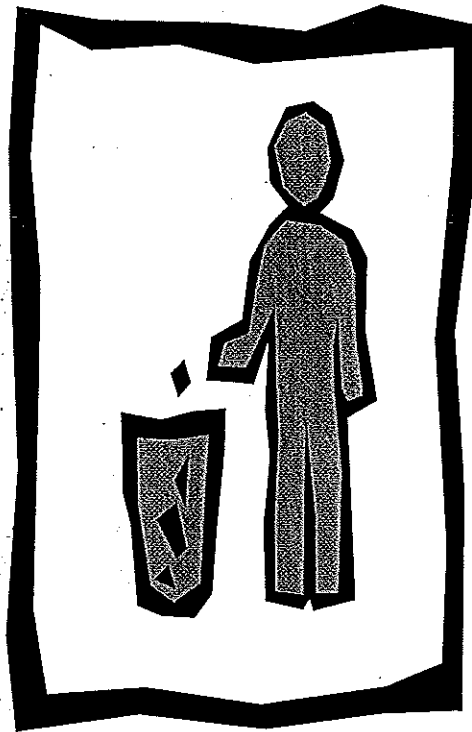
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MOVE-IN/MOVE-OUT POLICY

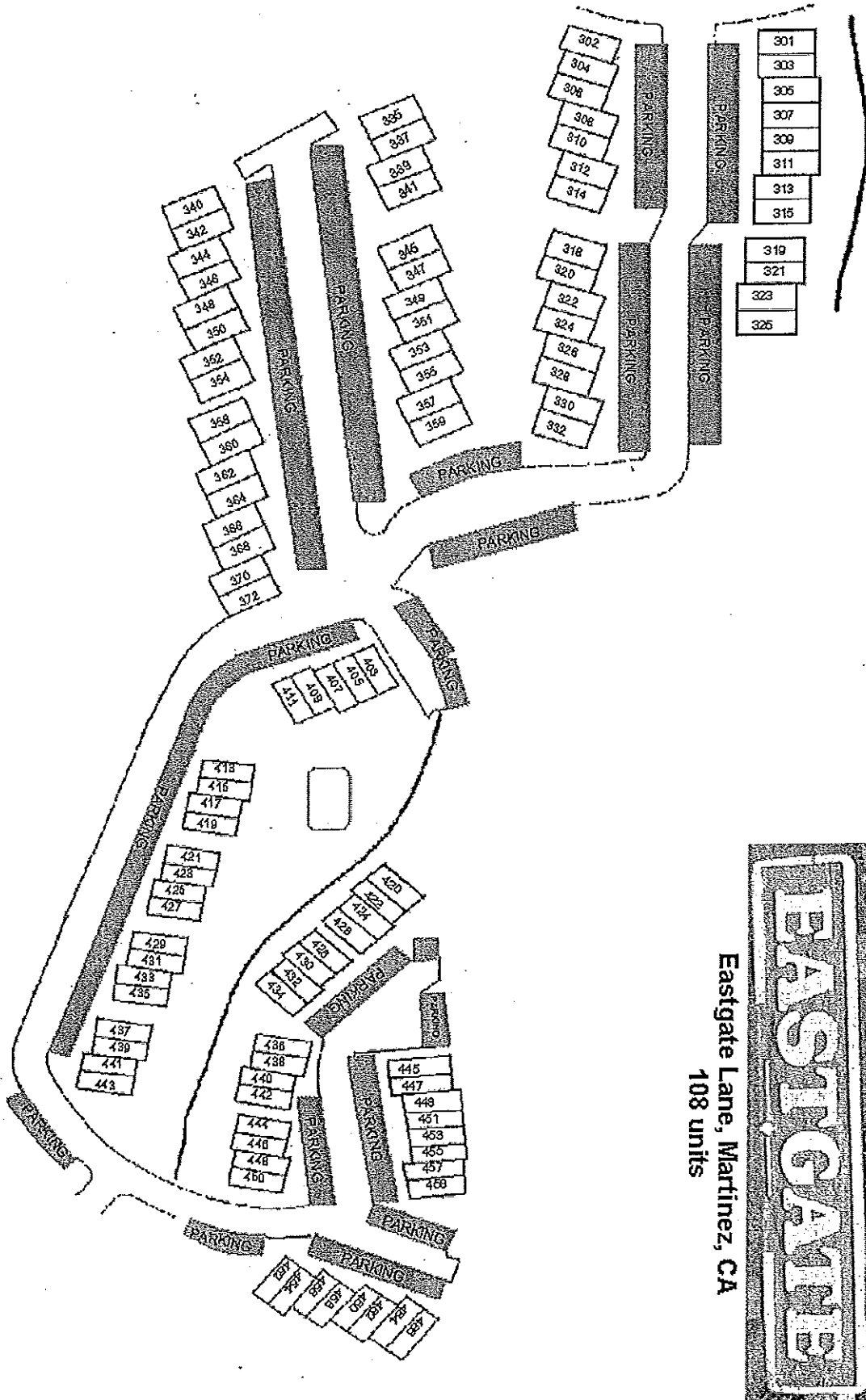
Eastgate Condominium Association has a policy in place on disposal extras calling for a move-in, move-out fee. The board felt it necessary to adopt this policy because on a regular basis the debris bins were filled with boxes, excess trash and unwanted items from residents moving in and or out.

Therefore, when a change of title occurs, escrow will be billed \$150 payable as determined by the buyer/seller. This is a move-in/move-out fee.

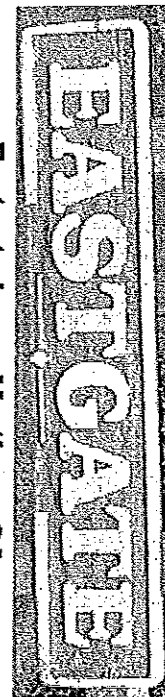
Non-owner occupied units will be billed \$150 every time there is a change in tenants. It is up to the unit owner to complete the new resident form and collect \$150 from the tenants as applicable.



Eastgate Condominium Association



Eastgate Lane, Martinez, CA
108 units



Eastgate Condominium Association

ARCHITECTURAL APPLICATION

SEND TO: CID Management, Inc., 1460 Washington Blvd., Suite A203, Concord, CA 94521

Date _____
Name _____
Unit Address _____
Mailing Address _____
Home Phone _____ Work Phone _____ Cell Phone _____
Email _____

We request approval of the following:

*Please include scaled drawing and location on property of improvement(s) and specifications as to materials to be used and finish color.

The work will be done by:

Contractor's Name _____
Address _____
License # _____ Phone # _____ Cell# _____

1. I understand that, if this application requires work of a contractor, I must choose a licensed, bonded, and insured contractor.
2. I further understand that, if approval of this improvement is given, I will be responsible to indemnify the association and hold it harmless from any damages or costs of a lawsuit that are filed due to the installation, construction, or presence of the described improvement.
3. I understand that I am responsible to maintain the improvement.

Signed _____ Print Name _____

APPROVED AS SUBMITTED – DATE _____ ARCHITECTURAL COMMITTEE
APPROVED AS NOTED BELOW BY _____
DATE _____
REVISE & RESUBMIT BY _____
DATE _____
NOT APPROVED BY _____ DATE _____

Approved work must be completed within _____ (____) months of approval or resubmission for review and approval is required. All approvals are contingent upon homeowner acquiring all applicable permits required for the work.

NOTES/CONDITIONS: (If you need more room write on the back.)

Eastgate Condominium Association

OWNER / TENANT INFORMATION

Please complete this form now and every time your unit is rented. A copy of the existing lease is to be attached to this form. If you need additional copies of this form please call CID Management, Inc., 925.672.2221

Date: _____

Owner Name: _____

Unit Address: _____

Mailing Address _____

Phone: Home #: _____ Work #: _____ Cell #: _____

Email address: _____

Tenant

Name: _____

Phone: Home #: _____ Work#: _____ Cell #: _____

Email address: _____

Names of all residents: _____

Vehicle Information

Parking space #'s _____

<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>License Plate No.</u>
_____	_____	_____	_____

I have received a copy of the HOA rules.

Tenant Signature: _____ Date: _____

SEND TO: CID Management, Inc., 1460 Washington Blvd., Suite A203, Concord, CA 94521
Phone: 925.672.2221, Fax: 925.672.4224

Eastgate Condominium Association

Authorization Agreement For Automatic Assessment Payment

(Please print the information requested)

Association's Management Company Name: _____

Association Name: _____

Assessment Amount: _____ Monthly Quarterly Annual _____

Unit Owner's Name: _____ Unit Account Number: _____

Unit Owner's Mailing Address: _____

Unit Owner's Phone Number: (____) _____

I (we) hereby authorize First Bank, hereinafter referred to as BANK, as agent for the association named above to initiate electronic debit entries to my (our) checking account at the depository named on the attached check, hereinafter referred to as DEPOSITORY, to debit same such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

This authority is granted in accordance with the terms and conditions of the BANK'S Pre-authorized Electronic Assessment Payment Agreement & Disclosure Statement, receipt of which I hereby acknowledge. (Payment Agreement and Disclosure statement are printed on the back of this form). This authority is to remain in full force and effect until BANK has received written notification from me (or either of us) of its termination in such manner as to afford BANK a reasonable opportunity to act on it. Sale of the unit does NOT automatically cancel this agreement.

I (we) understand that the assessment amount may change periodically, and that such changes will be provided to First Bank by me or the association (or associations managing agent or its successor) named above.

Signed: _____ Date: _____

Signed: _____ Date: _____

Please Attach Voided Check Here
(no deposit slips)

FOR BANK USE ONLY

Date Received: _____ Effective Date: _____ Completed By: _____ Date: _____



WHEN COMPLETE MAIL TO:
First Bank Association Services, Attn: Lockbox Department
P.O. Box 15000, Vallejo, CA 94591-1900