



Villa Caballeros Homeowners Association

Welcome to Villa Caballeros

Welcome to Villa Caballeros and congratulations on the purchase of your new home! We are happy to have you as a new member of our Homeowners Association (HOA). The Villa Caballeros HOA (VCHOA) is governed by an elected board of volunteer directors. The Board of Directors is responsible for the financial responsibilities of our Association as well as to maintain members' compliance with the established covenants (CC&R's) and Bylaws. These documents contain specific provisions regarding what can and cannot be done on the community property. We realize you may be overwhelmed with tasks related to the purchase of your new home. We strongly encourage you to find time to read the CC&Rs and rules and regulations to avoid unnecessary surprises.

In addition to this welcome letter, you are being provided with the following documents that you should save for your records and for reference purposes.

CC&Rs	Covenants, Conditions and Restrictions of VCHOA is a legally binding document that is officially recorded and filed with the State of California. The CC&Rs cover the rights and obligations of the homeowner's association to its members and vice-versa. CC&Rs cover legal issues, such as: property use restrictions, clearly defined maintenance obligations for the HOA and for individual members; mechanisms for rule enforcement and dispute resolution; lender protection provisions; assessment and insurance obligations
Rules & Regulations	The VCHOA Rules and Regulations are a vehicle to capture items that are not covered in the CC&Rs and Bylaws. These rules are subject to change over time due to evolving needs or changes in the community
Certificate of Insurance	The VCHOA Certificate of Insurance represents the general liability coverage that the HOA carries for the community. You may need this certificate for mortgage lenders, to obtain homeowner insurance covering the inside of your condominium, or for other insurance purposes.
Latest Annual Budget	The VCHOA Board of Directors provide an annual budget at the end of November for the following year. The budget provides the basis for the calculation of member annual and monthly dues. The dues finance the community operational expenses and allocations for reserve funds. Reserve funds are held by HOAs to manage long-term maintenance, repair and replacement of community infrastructure.
Reserve Study Report	The Reserve Study Report is conducted by the HOA on a fixed basis to ensure sufficient savings are available to maintain the community infrastructure for the long-term. The report is conducted by a licensed third-party organization.



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Annual Meeting Minutes

The Board of Directors meet on a fixed basis throughout the calendar year. The meetings are conducted in the open and homeowners are encouraged to attend. There is an open forum for homeowners at every meeting allowing homeowners to speak and/or ask questions. The meetings are summarized with minutes that are shared or posted after board approval for homeowners to view.

Our Property Manager is Cindy Anderson of Maryellen Hill and Associates. She should be contacted for all community property service issues and questions regarding specific bylaws and any violations.

- Phone: 760-320-5033 Ext. 225
- Email: canderson@mehill.com

Our Billing and Accounting firm is Community Association Financial Services (CAFS). They should be contacted for any questions regarding your homeowners' dues assessment.

- Phone: 760-323-7475

We recommend you contact Cindy Anderson to facilitate the following items to engage with the Association and take advantage of resources in the community:

- Website login user ID and password | for access to non-public sections of the site)
- Entry-gate directory listing | provide the names, phone numbers and email addresses for individuals living within your condominium
- Provide the email addresses of registered owners living in your condominium that should receive VCHOA communications and notices. Up-to-date contact information is important should property management need to reach you in an emergency.

Important reference documents can be found on our website at [VCHOA website](#) in the Homeowners Section. Documents include the CC&R's, Bylaws, General Rules and Regulations, VCHOA Meeting Minutes and general information.

General information follows this letter. We look forward to meeting you and invite you to attend a future HOA Meeting to provide your input.

The Villa Caballeros Homeowners Association



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General Information	<ul style="list-style-type: none">• Community website: www.villacaballeros.com• Entry-gate kiosk “callbox” contact Cindy Anderson
Condominium Rentals	<ul style="list-style-type: none">• Condominiums cannot be rented for periods less than one month• Homeowners are responsible for tenants’ conformance to VCHOA rules and regulations and are subject to violations for tenant noncompliance.• Homeowners are responsible to provide names of tenants to the association (CC&R Section 3.8)
Parking	<ul style="list-style-type: none">• Garage and guest parking may not be used for any purpose other than parking vehicles.• Repairs of vehicles (other than changing a battery, fixing a flat tire or other similar maintenance activities) are prohibited.• Car washing can be conducted in the southeast corner of the property where a faucet and hose are provided by VCHOA.• Parking of campers, trailers, boats, recreational vehicles or other over-sized vehicles is prohibited with the exception that such vehicle is being loaded and unloaded.• Back-in parking is prohibited in guest spaces to avoid damage to landscape lighting.
Pool & Spa Information	<ul style="list-style-type: none">• Hours of use are 07:00 AM to 11:00 PM• Use of pool or spa is limited to owners, lessees and their guests• Children 14 years and under must be accompanied by someone 18 years or older.• Pets are not allowed in the pool, on the deck, or within the gated area of condominiums.• No smoking is allowed anywhere within the pool & spa fenced area• No glass containers are permitted anywhere in the pool & spa area
Pets	<ul style="list-style-type: none">• A maximum of two (2) domesticated pets are allowed per unit• Pets must be always leashed in the common areas of the community• Dogs should be walked outside of common areas and owners are responsible to pick up and dispose of animal feces
Water Shut Off Valves	<ul style="list-style-type: none">• When your unit is left unoccupied, it is recommended that you turn off your condominium water valve.• Water shutoff valves are conveniently located for each unit at ground level. Each valve is identified with an associated unit #.



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Keys & Entry Gate Remote Controls	<ul style="list-style-type: none">• Any keys to community areas (entry gates, racquetball court) are to be provided by previous or current owners• Community area key requests (missing, not provided) will be charged to homeowner \$20.00• Entry-gate remote controls (missing, not provided) will be charged to the homeowner \$30.00
Patios & Balconies	<ul style="list-style-type: none">• Patios and balconies are required to be maintained according to the rules and regulations of VCHOA• Banners, clothing, towels or other materials are prohibited from hanging from balcony and/or gate railings.• Drilling ceiling or mounting hooks into stucco is strictly prohibited as they can cause damage to stucco, provide openings for water ingress, and for termites. Homeowners will be fined for the cost of repair or damages caused by installation of such hooks.
BBQ Grills on patios or balconies	<ul style="list-style-type: none">• Propane or gas-powered grills are prohibited on patios, balconies or in community common areas for residential safety• Electric grills are allowed and can be purchased from local hardware and home specialty stores
Insurance	<ul style="list-style-type: none">• VCHOA carries general liability insurance. Please read the CC&Rs to understand your obligations to obtain insurance covering the interior of your condominium and your personal effects.• VCHOA carries community Earthquake Insurance¹ to cover community structures and common areas. Please assess your insurance needs for your condominium and personal effects.
Property Management Company	<p>Maryellen Hill & Associates Property Manager: Cindy Anderson 1111 E. Tahquitz Canyon Way, Suite 109 Palm Springs, CA 92262 Phone (760) 320-5033 Ext 225 Email canderson@mehill.com</p>

¹ Earthquake insurance changes from year to year. Provision of this specialty insurance is available at the time of writing this document. Carriage of insurance is subject to change.