

**ANNUAL POLICY STATEMENT
(Civil Code §5310)**

1.	Designated Recipient. The name and address of the person designated to receive official communications to the association, pursuant to Section 4035, is Newport Hills Community Association, c/o Jill Schwalbe, 1900 Port Carlow Place, Newport Beach, CA 92660.
2.	Right to Notice to Two Addresses. A member may opt to have notices sent to up to two different specified addresses, upon written request to the association's management company.
3.	General Notice Location. General notices (pursuant to Civil Code §4045(a)(3)) will be posted on the bulletin board(s) located at the pool deck at 1900 Port Carlow Place, Newport Beach, CA 92660.
4.	Right to Individual Delivery. Notwithstanding item #3 above, a member may opt to receive general notices by individual delivery, pursuant to Civil Code §4045(b), upon written request to the association's management company.
5.	Right to Minutes. The minutes, minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes of any board meeting, other than an executive session, shall be available to members within 30 days of the meeting. The minutes, proposed minutes, or summary minutes shall be distributed to any member upon request to the association's management company, and upon reimbursement of the association's costs for making that distribution.
6.	Collection Policy. The association's <i>Assessment Collection Policy</i> is included in the 2017 Annual Budget explaining the association's collection procedures.
7.	Lien Policy. The association's policies and practices in enforcing lien rights or other legal remedies for default in the payment of assessments are included in the attached Assessment Collection Policy, which is part of the 2017 Annual Budget Report.
8.	Rules Enforcement Policy. The association's policy concerning discipline of members, including the schedule of penalties for violations of the governing documents, is included in the 2017 Annual Budget.
9.	Dispute Resolution Procedures. A copy of the association's Internal Dispute Resolution (IDR) policy and Alternative Dispute Resolution (ADR) policy is included in the 2016 Annual Budget. Failure of a member of the association to comply with the alternative dispute resolution requirements of Civil Code §5930 may result in the loss of the member's right to sue the association or another member of the association regarding enforcement of the governing documents or applicable law.
10	Architectural. A summary of the requirements for association approval of a physical change to property pursuant to Civil Code §4765 is included in the 2017 Annual Budget.
11	Overnight Payments. The mailing address for overnight payment of assessments is: Newport Hills Community Association, 1900 Port Carlow Place, Newport Beach, CA 92660.