

NEWPORT HILLS COMMUNITY ASSOCIATION
1900 PORT CARLOW PLACE • NEWPORT BEACH • CALIFORNIA • 92660
PHONE (949) 721-1929

August 28, 2023

RE: NEWPORT HILLS COMMUNITY ASSOCIATION
GENERAL ASSOCIATION BUSINESS- PAPERLESS BILLING; ADU POLICY; AMENDMENTS TO
CLUBHOUSE RENTAL GUIDELINES AND APPLICATION

Dear Owner Name:

The Newport Hills Community Association is considering three new policy changes relating to paperless billing statements, an Accessory Dwelling Unit "ADU" Policy and amendment to the clubhouse rental guidelines and application. Please assist the Board of Directors in reviewing the proposed changes and offer any feedback you feel is necessary for their consideration.

In an effort to reduce waste and lower expenses for the Association the Board of Directors has decided to go "PAPERLESS" for all future assessment billing statements. Therefore, the primary email address we have on file for your lot has been listed below. If the primary email address on file for your lot is blank, not correct, or requires updating please complete the bottom portion of this form and return it to the Association office no later than November 1, 2023. Please note that assessment statements are sent as a courtesy only and are not required to be sent to owners. All other written communication from the association will still be mailed to owners including the annual budget update letter. Based on these new changes the Assessment Collection Policy for 2024 will also be amended.

The Associations Board of Directors and Architectural Committee have also been working on a proposed ADU Policy for the association and amended Clubhouse Rental Guidelines and Application for use of the Clubhouse.

California Civil Code requires the Board of Directors give association members thirty (30) days' notice of any proposed rule change they are considering so that members may offer comments and opinions on the proposed changes. A complete detailed description of the proposed new ADU Policy and changes to the Clubhouse Rental Guidelines and application can be found on the association website at www.newporthillshoa.com and at the association's designated posting location which is the Clubhouse bulletin board located at 1900 Port Carlow Place, Newport Beach. If you would like a hard copy of documents please notify the Association by contacting us at (949) 721-1929, and a hard copy will be provided to you at no charge.

Please review the proposed changes to the 2024 Assessment Collection Policy, the ADU Policy and proposed changes to the Clubhouse Rental Guidelines and Application and provide any comments or questions in writing to the Board of Directors prior to October 1, 2023. A meeting will be held Wednesday, October 11, 2023 at 6:30 p.m. at the clubhouse, 1900 Port Carlow Place, Newport Beach, to review and answer the comments and questions submitted, and to adopt all documents, which will become effective November 1, 2023. All comments and/or questions must be in writing and may be submitted by mail to NHCA, 1900 Port Carlow Place, Newport Beach, CA 92660 or by e-mail to jill@newporthills.occxmail.com no later than October 1, 2023. Should you have any questions regarding the meeting process please contact Management at (949) 721-1929, thank you.

Please return the bottom portion of this form to the association office to update your primary email address on file.

Homeowner Name: _____

Property Address: _____

Primary Email Address: _____