



# JADE

Jade Escrow, Inc.  
9604 Las Tunas Drive  
Temple City, CA 91780  
(626) 642-8889  
(626) 642-8787 FAX

Allen Associates  
1904 Franklin St, Unit 204  
Oakland, CA 94612  
Attn: Jim Lee

Date: September 20, 2023

RE: Siete Casitas HOA / 2572 Virginia St 5, Berkeley, CA 94709

Amount of Dues \$ 400- Payable: ☒ Monthly ( ) Quarterly ( ) Yearly

Dues are currently paid to SEPT 2024 Next Due Date OCT 2024

Make checks for Dues payable to: SIETE CASITAS HOA

Transfer Fee of \$ 100- Payable to: ALLEN ASSOCIATES

Late Charge Due, if any: NONE Payable to:

Other Charges, if any \$ NONE Payable to:

Special Assessments: NONE Pending Lawsuits? Yes/No NO

Utilities assessed to this unit (if applicable) : \$ NONE

Please furnish copies of the following documents including SEWER LATERAL CERTIFICATE:

Statement of Account  
CC&R's  
By-Laws & Updated Budget  
Articles of Incorporation  
Current Financial Statement  
Policies and Procedures  
Fidelity Bond  
Pending Assessments  
Percent of Owner Occupied vs Rentals  
Assessment and Reserve Funding Disclosure Summary  
Meeting Minutes for Last 12 Months

If there is a blanket insurance Policy covering the individual units, please furnish the following information:

INSURANCE AGENT: DEBORAH HUBER

ADDRESS: 333 HEBENBERGER RD #B25 PHONE 510 635 0608  
OAKLAND CA 94621

Please complete, sign on the next line and return to the undersigned.

FORM COMPLETED BY: JAMES LEE PHONE 510 832 7808

## Allen Associates

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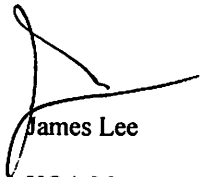
October 2, 2023

Re: Siete Casitas HOA

Please find enclosed documents requested.

In addition:

1. The HOA is not incorporated.
2. There have been no meetings within the past 12 months.
3. There are no pending special assessments.



James Lee  
HOA Manager

**Make Your Check Payable to:**  
Siete Casitas HOA  
C/O Allen Associates  
1904 Franklin Street Suite 204  
Oakland, CA 94612

Your Account: 0103-2572-006  
Statement Date: 10/02/2023

Current Charges Due: (\$4,610.00)  
Previous Amount Due: \$0.00  
Total Balance Due: (\$4,610.00)

## REMITTANCE COUPON

Amount Enclosed: \_\_\_\_\_

Guang Nan Liu  
315 Walnut Avenue  
Arcadia, CA 91007

Re: Guang Nan Liu  
2572 Virginia Street, Berkeley, CA 94709

Detach top portion and return with payment

## STATEMENT OF ACCOUNT

To: Guang Nan Liu  
315 Walnut Avenue  
Arcadia, CA 91007

Statement Date: 10/02/2023  
Your Account: 0103-2572-006  
Receipts Thru: 10/02/2023

Re: Guang Nan Liu  
2572 Virginia Street, Berkeley, CA 94709

### Outstanding Charges as of Statement Date

| Date                                                                  | Description                | Charge Amount | Paid to Date       | Amt Outstanding |
|-----------------------------------------------------------------------|----------------------------|---------------|--------------------|-----------------|
| 09/18/2023                                                            | PREPAID DUES RCVD CK# 1237 | \$0.00        | \$4,610.00         | (\$4,610.00)    |
| A Late Fee will be assessed 15 day(s) after the charge date on unpaid |                            |               | Total Balance Due: | (\$4,610.00)    |

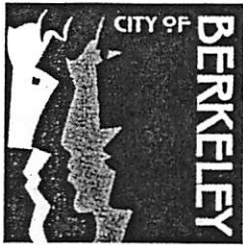
## ACCOUNT STATUS

| Balance Due  | Outstanding<br>Dues Due | Current      | 30 Days<br>Past Due | 60 Days<br>Past Due | 90+ Days<br>Past Due |
|--------------|-------------------------|--------------|---------------------|---------------------|----------------------|
| (\$4,610.00) | 0.00                    | (\$4,610.00) | \$0.00              | \$0.00              | \$0.00               |

**Remit To:**

Siete Casitas HOA  
C/O Allen Associates  
1904 Franklin Street Suite 204  
Oakland, CA 94612

Be Aware, This Statement  
Contains A Special Assessment.



Public Works Department  
Engineering Division

NEW  
CERTIFICATE  
PENDING

## SEWER LATERAL CERTIFICATE

This certifies that the subject sewer lateral complies with the provisions of City of Berkeley Municipal Code Chapter 17.24.

**Certificate Number:** 09-00000613

**Date Issued:** April 17, 2009

**Date Expires:** November 13, 2016

**Property Address:** 2572 VIRGINIA ST 5, BERKELEY CA 94709

**Property Parcel Number:** 058- -2198-021-00

**Owner's Name:** MOTALLEBI BADRI V

**Owner's Address:** 271 SAINT CHRISTOPHER DR, DANVILLE, CA 94526

### Submitted Documentation:

- ☒ CCTV videotape or DVD \*
- ☐ Final inspection sign-off of sewer repair work; reference COB Permit #
- ☐ Final inspection sign-off of lateral replacement; reference COB Permit #
- ☐ Other

Jeffrey L. Egeberg  
Manager of Engineering

JLE: AY *AY*

\* The issuance of this certificate for compliance with BMC 17.24 does not constitute evidence of compliance with other applicable local, state, or federal laws, codes, and ordinances. Should the City become aware of any deficiencies either in connection with this application or as a result of future work requiring a permit, it may require abatement of such violations at any time, including when it performs sewer work or at such time any permit for sewer or building work is sought.

## **ASSESSMENT AND RESERVE FUNDING DISCLOSURE SUMMARY**

- (1) The 2023 Siete Casitas HOA assessment per unit is \$ 400.00.
- (2) Additional Assessments that have been scheduled to be imposed or charged, regardless of the purpose, if they have been approved by the Board and/or members: (LIST ANY **APPROVED** SPECIAL ASSESSMENTS)

Date assessment is due    Amount per unit per month    Purpose of the assessment

None planned

- (3) Based upon the most recent reserve study (None) and other information available to the Board of Directors, will currently projected reserve account balances be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the next 30 years?

Yes \_\_\_\_\_ No \_\_\_\_\_ Undetermined \_\_\_x\_\_\_

- (4) If the answer to #3 is no, what additional assessments or other contributions to reserves would be necessary to ensure that sufficient reserve funds will be available each year during the next 30 years?

Special assessments along with reserves will be used to cover the expense of repair and/or replacement of major components.

- (5) All major components are NOT included in any existing reserve funding.
- (6) As of the last reserve study or update, the current balance in the reserve fund is \$18,002.90. Based on the method of calculation in paragraph (4) of subdivision (b) of Section 1365.2.5, the required amount in the reserve fund is undetermined.

## Allen Associates

Proposed Budget 2023

Siete Casitas HOA

Income:

Dues \$ 33,600 (\$400 per month per unit)

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\$ 33,600

Expenses:

Gas/Electricity \$ 3,100

Landscape Maintenance 1,800

Management 1,800

Accounting 500

Insurance 8,800

Water/Sewer 7,000

Trash/Hauling 3,500

Misc Repairs/Supplies 7,000

Bank Charges 100

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\$ 33,600

**Income Statement**

1/1/2023 thru 9/30/2023

Property: 0103 2566-2578 Virginia Street, Berkeley, CA 94709

Owner: 0103 Siete Casitas HOA

| GL Account                 | Description                     | Starting<br>Balance | Current<br>Period  | Curr Period<br>Budget | Variance           | Current<br>Balance | Curr YTD<br>Budget |
|----------------------------|---------------------------------|---------------------|--------------------|-----------------------|--------------------|--------------------|--------------------|
| <b>OPERATING INCOME</b>    |                                 |                     |                    |                       |                    |                    |                    |
| 4010                       | Interest Income                 | 0.00                | \$1.35             | 0                     | \$1.35             | \$1.35             | 0                  |
| 4014                       | Late Fees                       | 0.00                | \$440.00           | 0                     | \$440.00           | \$440.00           | 0                  |
| 4022                       | HOA Dues                        | 0.00                | \$28,590.00        | 0                     | \$28,590.00        | \$28,590.00        | 0                  |
|                            | <b>TOTAL OPERATING INCOME</b>   | <b>0.00</b>         | <b>\$29,031.35</b> | <b>0</b>              | <b>\$29,031.35</b> | <b>\$29,031.35</b> | <b>0</b>           |
| <b>OPERATING EXPENSES</b>  |                                 |                     |                    |                       |                    |                    |                    |
| 5022                       | Elec/Gas                        | 0.00                | \$2,144.18         | 0                     | \$2,144.18         | \$2,144.18         | 0                  |
| 5024                       | Sewer And Water                 | 0.00                | \$3,280.72         | 0                     | \$3,280.72         | \$3,280.72         | 0                  |
| 5025                       | Trash/Hauling                   | 0.00                | \$3,544.40         | 0                     | \$3,544.40         | \$3,544.40         | 0                  |
| 5027                       | Insurance - Fire & Liability    | 0.00                | \$5,493.74         | 0                     | \$5,493.74         | \$5,493.74         | 0                  |
| 5034                       | Bank Charges                    | 0.00                | \$56.00            | 0                     | \$56.00            | \$56.00            | 0                  |
| 5036                       | Accounting Exp.                 | 0.00                | \$495.00           | 0                     | \$495.00           | \$495.00           | 0                  |
| 5039                       | Pest Control                    | 0.00                | \$6,273.00         | 0                     | \$6,273.00         | \$6,273.00         | 0                  |
| 5041                       | Landscape Maint.                | 0.00                | \$1,050.00         | 0                     | \$1,050.00         | \$1,050.00         | 0                  |
| 5047                       | Plumbing Repair                 | 0.00                | \$469.00           | 0                     | \$469.00           | \$469.00           | 0                  |
| 5051                       | Management Fee                  | 0.00                | \$1,350.00         | 0                     | \$1,350.00         | \$1,350.00         | 0                  |
| 5056                       | Misc. Maint/Repair              | 0.00                | \$1,494.31         | 0                     | \$1,494.31         | \$1,494.31         | 0                  |
| 5060                       | Fire Equip. Inst/Ser            | 0.00                | \$295.94           | 0                     | \$295.94           | \$295.94           | 0                  |
| 5061                       | Misc. Supplies                  | 0.00                | \$95.20            | 0                     | \$95.20            | \$95.20            | 0                  |
|                            | <b>TOTAL OPERATING EXPENSES</b> | <b>0.00</b>         | <b>\$26,041.49</b> | <b>0</b>              | <b>\$26,041.49</b> | <b>\$26,041.49</b> | <b>0</b>           |
|                            | <b>PROFIT (LOSS)</b>            | <b>0.00</b>         | <b>\$2,989.86</b>  | <b>0</b>              | <b>\$2,989.86</b>  | <b>\$2,989.86</b>  | <b>0</b>           |
| <b>DEPOSITS &amp; MISC</b> |                                 |                     |                    |                       |                    |                    |                    |
| 2006-001                   | Prepaid Dues                    | 0.00                | \$7,420.00         | 0                     | \$7,420.00         | \$7,420.00         | 0                  |
| 3010                       | Prior Year Retained Earnings    | \$1,544.68          | 0.00               | 0                     | 0.00               | \$1,544.68         | 0                  |
| 3050                       | Reserves-Capital Improvements   | \$13,576.42         | 0.00               | 0                     | 0.00               | \$13,576.42        | 0                  |
| 3054                       | Reserves-Interest Earned        | \$1,176.55          | 0.00               | 0                     | 0.00               | \$1,176.55         | 0                  |
| 3103-001                   | Greenhouse Windows              | (\$17,351.00)       | 0.00               | 0                     | 0.00               | (\$17,351.00)      | 0                  |
| 3288                       | Permits & Fees                  | (\$1,078.31)        | 0.00               | 0                     | 0.00               | (\$1,078.31)       | 0                  |
| 3290                       | Plumbing                        | (\$6,690.70)        | 0.00               | 0                     | 0.00               | (\$6,690.70)       | 0                  |
| 3291                       | Architect/Eng.                  | (\$31,766.59)       | 0.00               | 0                     | 0.00               | (\$31,766.59)      | 0                  |
| 3998                       | Owner Equity                    | \$72,725.04         | 0.00               | 0                     | 0.00               | \$72,725.04        | 0                  |
| <b>FINANCIAL SUMMARY</b>   |                                 |                     |                    |                       |                    |                    |                    |
| 1000                       | Cash in Bank-Operating          | \$14,133.19         | \$10,408.66        | 0                     | \$10,408.66        | \$24,541.85        | 0                  |
| 1001                       | Savings/Reserve Account         | \$18,002.90         | \$1.20             | 0                     | \$1.20             | \$18,004.10        | 0                  |
|                            | <b>TOTAL CASH</b>               | <b>\$32,136.09</b>  | <b>\$10,409.86</b> | <b>0</b>              | <b>\$10,409.86</b> | <b>\$42,545.95</b> | <b>0</b>           |