

Steward Property Services, Inc.

Pointe Marin Association

Annual Budget Report 2024

Steward Property Services, Inc.
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(707) 285-0600 phone (707) 285-0601 fax

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November 2023

Dear Pointe Marin Owner:

Attached is your copy of the Pointe Marin Association budget for 2024, as well as reserve information and insurance information.

Effective January 1, 2024, your **semi-annual HOA dues** will be: **\$200.00**
due January 1, 2024, and July 1, 2024.

Please remember, your association is a corporation and if assessments are not paid in a timely manner, there may not be enough funds available to pay for the monthly budgeted expenses. Assessments which are not received by the close of business on the fifteenth (15th) of the month are deemed delinquent (see policy for collection of delinquent assessments for complete information on collection). **Payment statements will be mailed separately.**

While it is not the intent of the association to create a hardship for anyone, in fairness to all members, a late charge of 10% is charged to all accounts whose payments have not been received by the bank on the close of business on the fifteenth (15th) day of the month. Your full cooperation will allow the day-to-day operation of your association to proceed in a smooth and efficient manner.

Thank you.

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PRO-FORMA BUDGET 2024

REVENUES		Semi-Ann. Per Unit	Per Month	Annual 2024	Annual 2023
30100	HOA Dues	\$200.00	\$11,400.00	\$136,800.00	\$136,800.00
30150	Late Fees	\$4.39	\$250.00	\$3,000.00	\$3,000.00
Total		\$204.39	\$11,650.00	\$139,800.00	\$139,800.00
Maintenance Expense					
40500	Landscape-Contract	\$17.54	\$1,000.00	\$12,000.00	\$10,980.00
40510	Landscape-Irrigation Repairs	\$1.46	\$83.33	\$1,000.00	\$1,000.00
40530	Landscape-Time & Materials	\$2.19	\$125.00	\$1,500.00	\$1,500.00
40580	Conservation Easement Maintenance	\$5.00	\$285.00	\$3,420.00	\$3,420.00
40590	Fuel Management	\$7.19	\$410.00	\$4,920.00	\$4,920.00
Totals		\$33.39	\$1,903.33	\$22,840.00	\$21,820.00
Utilities					
50100	PG&E	\$0.84	\$47.92	\$575.00	\$575.00
50200	Water	\$5.85	\$333.33	\$4,000.00	\$4,000.00
Totals		\$6.69	\$381.25	\$4,575.00	\$4,575.00
Insurance & Taxes					
60100	Insurance	\$14.13	\$805.17	\$9,662.00	\$5,931.00
60400	Workers Comp Insurance	\$0.54	\$30.92	\$371.00	\$364.00
60600	Federal and State Taxes	\$0.01	\$0.83	\$10.00	\$10.00
60700	County Property Tax	\$0.26	\$15.00	\$180.00	\$180.00
60900	Secretary of State Filing Fees	\$0.05	\$2.92	\$35.00	\$0.00
Totals		\$15.00	\$854.83	\$10,258.00	\$6,485.00
Administrative					
70100	Management Fee	\$60.89	\$3,470.75	\$41,649.00	\$39,291.00
70102	Extra Management (non-contract)	\$0.88	\$50.00	\$600.00	\$600.00
70200	Printing/Postage	\$14.96	\$852.83	\$10,234.00	\$10,234.00
70210	Statements	\$4.39	\$250.00	\$3,000.00	\$3,000.00
70250	Bad Debt	\$1.46	\$83.33	\$1,000.00	\$1,000.00
70300	Storage	\$0.79	\$45.00	\$540.00	\$540.00
70400	Legal	\$35.82	\$2,041.67	\$24,500.00	\$33,892.00
70500	Audit & Accounting	\$2.19	\$125.00	\$1,500.00	\$1,450.00
70600	Reserve Study	\$0.62	\$35.42	\$425.00	\$425.00
70900	Miscellaneous	\$3.29	\$187.42	\$2,249.00	\$380.00
Totals		\$125.29	\$7,141.42	\$85,697.00	\$90,812.00
Reserves					
80010	Monthly Reserve Contribution	\$24.02	\$1,369.17	\$16,430.00	\$16,108.00
TOTAL EXPENSES:		\$204.39	\$11,650.00	\$139,800.00	\$139,800.00

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BUDGET EXPLANATIONS

The budget for Pointe Marin Association was developed through a process that involved a management review of actual cost expenditures, expected and anticipated increases in rates and other costs, and any known projects the association will be working on in the coming twelve (12) months. A preliminary budget is prepared, using the above information, and provided to the Board of Directors in draft form, for their final review, revisions, and approval.

OPERATING EXPENSES

- **Landscape Contract** - This line item covers the cost for the monthly landscape maintenance contract.
- **Landscape Irrigation Repairs** - This line item is an allowance for irrigation repairs.
- **Landscape Time & Materials** - This line item covers the cost of projects outside of the maintenance contract.
- **Arroyo San Jose Creek Maintenance** - The association is responsible for periodic removal of any landscape cuttings or other debris within that portion of the Arroyo San Jose Creek for Lots 195-198; 225-232; 234-237; 238; 239; 263-270; 274; 333-338; and, other lots subject to the flood control easement.
- **Fuel Management** - The association is responsible for removing landscape cuttings and other debris on any portion that extends beyond the rear or side boundary of the Owners Lot for Lots 78-81; 165-169; 178-186; 188-193; 199; 203-206; 220-224; 248-249; 253-257; 279-296; 304-308; 323-325; 329-336; 341-345.

UTILITIES

- **PG&E** - This line item covers the cost of electricity used in the common areas.
- **Water** - This line item covers the cost of irrigation water for the common area.

INSURANCE/TAXES

- **Insurance** - This line item covers the cost of premiums for maintaining insurance coverage that is required for the association.
- **Worker's Comp Insurance** - This line item covers the cost for the association's worker's compensation policy.
- **Federal & State Taxes** - This line item covers the cost of corporate taxes paid on non-exempt income and net profits.
- **County Property Tax** - This line item covers the cost for taxes paid on the common area parcels.

- **Secretary of State Filing Fees** - This line item covers the cost for bi-annual non-profit and corporate filing fees. Due October on even years.

ADMINISTRATION EXPENSES

- **Management** - This line item covers the cost of a professional management contract with Steward Property Services, Inc.
- **Extra Management** - This line item covers the cost for professional management services that are outside of, or over and above from, the terms of the current agreement.
- **Printing & Postage** - This line item covers the cost of associations mailings, such as newsletters, budget, financial statement and other communications.
- **Statements** - This line item covers the cost for sending out monthly late statements, which is offset by revenue from late fees.
- **Bad Debt** - This line item covers the loss the association expects from uncollectable accounts.
- **Storage** - This item covers the legally required storage of the historical records for the association.
- **Legal** - This line item is an allowance advice from counsel or other legal expenses, as needed.
- **Audit & Accounting** - This line item covers the cost for annual tax preparation and for yearend reporting to be done by a CPA.
- **Reserve Study** - This line item covers the cost to update the reserve study each year.
- **Miscellaneous** -This line item covers the cost for miscellaneous administrative expenses.

RESERVE FUNDING

- **Monthly Reserve Contribution** - This line item covers the funding of the reserves as recommended by the reserve study preparer.

ADDITIONAL FINANCIAL INFORMATION

OUTSTANDING LOANS

At this time, the association has no outstanding loans.

REVENUES

For purposes of operating expense budgeting, revenues are estimated to equal monthly dues income. Interest on reserves, which is difficult to project and subject to change, is used to increase available contingency funds, and/or reduce the unfunded reserve liability, and there is a small amount of revenue generated from late fees.

SPECIAL ASSESSMENTS

The attached reserve study describes in detail the estimated useful life, remaining life, replacement costs, reserve balances, and percentage of funding. If there is a chance of a special assessment in the future this will be indicated on the assessment and reserve funding disclosure page.

RESERVE STUDY

The Board of Directors for the Pointe Marin Association regularly has a professional reserve study done, which is reviewed annually.

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FHA/VA CERTIFICATION

On August 12, 2015, Governor Brown signed AB 596, which adds the following two new required disclosures to the annual budget report for California Condominium Associations, Section 5300(b) of the California Civil Code:

1. Certification by the Federal Housing Administration may provide benefits to members of an association, including an improvement in an owner's ability to refinance a mortgage or obtain secondary financing and an increase in the pool of potential buyers of the separate interest.

This common interest development is not a condominium project. The association of this common interest development is not certified by the Federal Housing Administration.

2. Certification by the Federal Department of Veterans Affairs may provide benefits to members of an association, including an improvement in an owner's ability to refinance a mortgage or obtain secondary financing and an increase in the pool of potential buyers of the separate interest.

This common interest development is not a condominium project. The association of this common interest development is not certified by the Federal Department of Veterans Affairs.

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CHARGES FOR DOCUMENTS PROVIDED AS REQUIRED BY SECTION 4525

You can order disclosure documents, by going to www.stewardprop.com and click on the "Order Escrow Docs" button.

The seller may, in accordance with Section 4530 of the Civil Code, provide to the prospective purchaser, at no cost, current copies of any documents specified by Section 4525 that are in the possession of the seller.

A seller may request to purchase some or all of these documents, but shall not be required to purchase ALL of the documents listed on this form.

Property Address:

Owner of Property:

Owner's Mailing Address (If known or different from property address.):

Provider of the [Section 4525](#) Items:

Print Name _____ Position or Title _____ Association or Agent

Date Form Completed:

Check or Complete Applicable Column or Columns Below:

Document	Civil Code Section Included	Fee for Document	Not Available (N/A) or Not Applicable (N/App), or Directly Provided by Seller and confirmed in writing by Seller as a current document (DP)
Articles of Incorporation or statement that not incorporated	Section 4525(a)(1)	\$35.00	
CC&Rs	Section 4525(a)(1)	\$40.00	
Bylaws	Section 4525(a)(1)	\$35.00	
Operating Rules	Section 4525(a)(1)	\$30.00	
Age restrictions, if any	Section 4525(a)(2)	\$0.00	Refer to CC&Rs
Rental restrictions, if any	Section 4525(a)(9)	\$0.00	Refer to CC&Rs
Annual budget report or summary, including reserve study	Sections 5300 and 4525(a)(3)	\$40.00	
Assessment and reserve funding disclosure summary	Sections 5300 and 4525(a)(4)	\$0.00	Refer to Budget
Financial statement review	Sections 5305 and 4525(a)(3)	\$35.00	
Assessment enforcement policy	Sections 5310 and 4525(a)(4)	\$0.00	Refer to Budget
Insurance summary	Sections 5300 and 4525(a)(3)	\$25.00	
Regular assessment	Section 4525(a)(4)	\$0.00	Refer to Budget
Special assessment	Section 4525(a)(4)	\$0.00	Refer to Demand

Document	Civil Code Section Included	Fee for Document	Not Available (N/A) or Not Applicable (N/App), or Directly Provided by Seller and confirmed in writing by Seller as a current document (DP)
Emergency assessment	Section 4525(a)(4)	\$0.00	Refer to Demand
Approved changes to assessments	Sections 5300 and 4525(a)(4), (8)	\$0.00	Refer to Demand
Settlement notice regarding common area defects	Sections 4525(a)(6), (7), and 6100	\$0.00	
Preliminary list of defects	Sections 4525(a)(6) , 6000 , and 6100	\$0.00	
Notice(s) of violation	Sections 5855 and 4525(a)(5)	\$0.00	
Required statement of fees	Section 4525	\$187.00	
Minutes of regular board meetings conducted over the previous 12 months, if requested	Section 4525(a)(10)	\$60.00	
Total fees for these documents:		\$487.00	
* The information provided by this form may not include all fees that may be imposed before the close of escrow. Additional fees that are not related to the requirements of Section 4525 may be charged separately.			

NOTE: The disclosure(s) provided to a member or potential member pursuant to Sections 4528 and 5300 of the Civil Code, and all documents provided thereunder, are the property of the association and not its managing agent or the agent's managing firm.

Buyer and Seller may negotiate who pays document and disclosure fees.

This is the minimum document offering required to meet CA Statute 4525. You may opt to acquire additional documents including, but not limited to, Meeting Minutes, Reserve Studies, Insurance Declaration Pages, and/or property inspections not mandated by law but helpful to the prospective buyer(s) and/or their agent to make a more informed decision regarding the subject property.

Please note: Other fees including, but not limited to, Escrow Processing Fees, Capital Contributions, Collection fees, etc. may be assessed to each property and will be disclosed on the Statement of Fees (Demand) and are not included within estimated charges outlined within this form.

Insurance Summary and Disclosure

This summary of the association's policies of insurance provides only certain information, as required by subdivision (b)(9) of Section §5300 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any association member may, upon request and provision of reasonable notice, review the association's insurance policies and, upon request and payment of reasonable duplication charges, obtain copies of those policies. Although the association maintains the policies of insurance specified in this summary, the association's policies of insurance may not cover your property, including personal property, real property improvements to or around your dwelling, personal injuries, or other losses that occur within or around your dwelling. Even if a loss is covered, you may nevertheless be responsible for paying all or a portion of any deductible that applies. Association members should consult with their individual insurance broker or agent for appropriate additional coverage.

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Insurance Brokers
O'KANE & TEGAY

LIC. # 0534872

December 8, 2022

Pointe Marin Association

Novato, CA

2022-2023 Insurance Disclosure

Property Insurance – Common Areas

Combined Limit	\$ 211,784
Deductible	\$ 1,000

Ace Property & Casualty Insurance Company – Effective Date: 12/01/22 - 12/01/23

General Liability – Common Areas

Limit	\$1,000,000 per Occurrence
	\$2,000,000 Aggregate
Deductible	\$ n/a

Ace Property & Casualty Insurance Company – Effective Date: 12/01/22 - 12/01/23

Excess Liability

Each Occurrence & Aggregate	\$2,000,000
Retention	\$ n/a

United States Liability Insurance Company – Effective Date: 12/01/22 - 12/01/23

Directors & Officers

Limit	\$1,000,000
Retention	\$ 2,500

Continental Casualty Company – Effective Date: 12/01/22 - 12/01/23

Mailing Address: P.O. Box 27556 San Francisco, CA 94127
2145- 19th Avenue San Francisco, CA 94116 Phone: 415.242.8777 Fax: 415.661.2540

Insurance Brokers
O'KANE & TEGAY

LIC. # 0534872

Fidelity/Crime

Limit	\$ 250,000
Deductible	\$ 1,000

Continental Casualty Company – Effective Date: 12/01/22 - 12/01/23

Worker's Compensation

Each Accident Limit:	\$1,000,000
Disease Policy Limit:	\$1,000,000
Disease Each Employee Limit:	\$1,000,000

AmTrust North America, Wesco Insurance Co. – Effective Date: 12/01/22 - 12/01/23

Flood & Earthquake

None

This summary of the association's policies of insurance provides only certain information, as required by subdivision (b) (9) of Section 5300 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any association member may, upon request and provision of reasonable notice, review the association's insurance policies and, upon request and payment of reasonable duplication charges, obtain copies of those policies. Although the association maintains the policies of insurance specified in this summary, the association's policies of insurance may not cover your property, including personal property or real property improvements to or around your dwelling, or personal injuries or other losses that occur within or around your dwelling. Even if a loss is covered, you may nevertheless be responsible for paying all or a portion of any deductible that applies. Association members should consult with their individual insurance broker or agent for appropriate additional coverage.

Reserve Study Summary and Disclosure

The summary of the association's reserves provides only certain information, as required by paragraph (2) of subdivision (b) of Section 5300 of the Civil Code, and is based on the most recent review or study conducted pursuant to Section 5550. Any association member may, upon written request and provision of reasonable notice, review the association's full reserve study and, upon request and payment of reasonable duplication charges, obtain copies of this study.

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PROPERTY INFORMATION

<i>PROPERTY NAME:</i>	Pointe Marin Association		
<i>STREET ADDRESS:</i>	Ignacio Boulevard		
<i>CITY, STATE, ZIP:</i>	Novato, California		
<i>GOVERNING ENTITY:</i>	Board of Directors		
<i>YEAR CONSTRUCTED:</i>	2003	<i>NUMBER OF CONSTRUCTION PHASES:</i>	1
<i>NUMBER OF UNITS:</i>	342	<i>NUMBER OF RESIDENTIAL BUILDINGS:</i>	

CONTACT INFORMATION

<i>CURRENT PROPERTY CONTACT:</i>	Ms. Brenda Dougan Steward Property Services, Inc. 1465 N. McDowell Boulevard, Suite 120 Petaluma, CA 94954 Phone: (707) 285-0600 Email: bdougan@stewardprop.com
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RESERVE STUDY INFORMATION

<i>TYPE OF STUDY:</i>	Site Inspection Update Study 2023
<i>BEGINNING YEAR OF STUDY:</i>	2023
<i>YEAR OF LAST PHYSICAL INSPECTION:</i>	2022
<i>YEAR OF NEXT PHYSICAL INSPECTION:</i>	2025 (as required by the Davis-Stirling Act)
<i>RESERVE STUDY PREPARER:</i>	Reserve Analysis Consulting, L.L.C. 1750 Bridgeway, Suite B106 • Sausalito, CA 94965 Sausalito, California 94965 Office Phone: (415) 332-7800 FAX: (415) 332-7801
<i>PERFORMED BY:</i>	Jim Kelly Direct Phone: (415) 289-7445 Email: jimk@reserveanalysis.com

RESERVE FUND FINANCIAL INFORMATION

<i>BUDGET YEAR ENDING DATE:</i>	12/31	2022	2023
<i>ANNUAL RESERVE CONTRIBUTION:</i>		\$13,424	\$16,108
<i>MONTHLY RESERVE CONTRIBUTION:</i>		\$1,119	\$1,342
<i>PER UNIT MONTHLY (AVG.) CONTRIBUTION:</i>		\$3.27	\$3.92
<i>TOTAL SPECIAL ASSESSMENT:</i>		N/A	N/A
<i>PER UNIT (AVG.) SPECIAL ASSESSMENT:</i>		N/A	N/A
<i>PROPOSED RESERVE FUND EXPENDITURES:</i>			(\$11,219)
<i>ESTIMATED YEAR ENDING BALANCE:</i>		\$134,207	\$140,799
<i>REQUESTED MINIMUM "THRESHOLD" FUTURE BALANCE:</i>			N/A

RESERVE PERCENT FUNDED CALCULATION

<i>AMOUNT NEEDED TO BE 100% FUNDED:</i>	\$132,838	\$130,940
<i>THEORETICAL PER UNIT UNDERFUNDED:</i>	\$0	\$0
<i>CALCULATED PERCENT FUNDED:</i>	100.00%	100.00%

RESERVE PROJECTED INTEREST & INFLATION

<i>"ASSUMED LONG-TERM INTEREST RATE":</i>	2.00%
<i>"ASSUMED LONG-TERM INFLATION RATE":</i>	3.00%

2.00 PROCEDURES & METHODOLOGIES

DAVIS-STIRLING ACT PROCEDURES & REQUIREMENTS

Current Davis-Stirling statutes 5300 & 5550 ((old 1365 & 1365.5)) require the Association to Review the Reserve Study on an annual basis and implement any necessary adjustments regarding component performance, replacement and/or deferral; as well as recalculation of financial figures based on that review and current financial data. Additionally, Statute 5550 ((old 1365.5)) continues to require a Site Inspection based Update of the complete Study at a minimum every three years. The Reserve Study is to include:

Identification of the major components.

Establishment of reasonable life expectancies and remaining life of all components.

Projected estimated cost of all repair and replacements.

Development of a 30 year Funding Plan which identifies date and amount of regular and special assessments.

Calculation of Percent Funded and amount of per unit deficiency.

Statement of methodology.

Additionally, calculation of 5570 ((old 1365.2.5)) Reserve Summary and Disclosure Document.

SCOPE OF STUDY

The time frame covered by this analysis is from 2023 through 2052. These are the beginning and ending points for all repairs and replacements included in the 30 Year Funding Plan included in this study.

STATEMENT OF RESERVE STUDY METHODOLOGY

The components included in this analysis were identified by age, quantity, and type. Upon completion of the component list and the Reserve Fund Requirement Analysis, the report was presented to the Homeowners Association's Board for approval. The following sources were used, when applicable, to make our determinations:

Original plans and specifications

Original contractors, current contractors and vendors

Association maintenance staff

Association management

Association Board of Directors

While gathering this information there were some assumptions made regarding existing conditions, future conditions and additional circumstances that may occur that would affect the cost of repairs. Some of these assumptions may come true and others may not; therefore, the cost of repairs and life of certain components could vary substantially. Life expectancies of all components were based on industry standard experiences, and on the components being in reasonable and ordinary condition.

All component conditions were based on visual inspection. There was no disassembly of components or demolition involved. This report does not address any factory or product defects or any damage due to improper maintenance, system design, or installation. It's also assumed all components will receive reasonable maintenance for their remaining life.

Only components that met the following criteria were included in this report:

The component maintenance is the responsibility of the Association.

The component is not covered by the Association's Annual Operating Budget.

The component's useful life is greater than one year, except in the case of variable ongoing repair of a major component

The component has an identifiable expected cost and replacement cost.

Inclusion in the Funding plan requires the component's remaining estimated useful life is less than 30 years.

The Reserve Study includes a 30 year component expenditure projection from which a Funding Plan was developed which proposes a "schedule of the date and amount of any change in regular or special assessments that would be needed to sufficiently fund the Reserve Funding Plan." The premise of this replacement cost projection is to ensure a positive cash balance in the Reserve Fund Account that will enable the Association to fulfill its "obligation for the repair and replacement of all major components with an expected remaining life of 30 years or less." It is equally important that a positive cash fund be maintained without relying on Special Assessments or overfunding of Reserves. The cost projections in this report are inflated based on an "assumed long-term inflation rate" based on a 30 year average and adjusted for local economies. The Funding Plan in this report includes an "assumed long-term interest rate" which is not to exceed "2% above the discount rate published by the Federal Reserve Bank of San Francisco." Both rates were reviewed in the Preliminary Draft and approved by the Board of Directors.

3.00 RESERVE STUDY COMPONENT SCHEDULE & PERCENT FUNDED CALCULATION

Code #	Component Description	2022 End Req'd in Bank	Year New	Usefl Life	Rmng. (2023)	Current Cost	Annual Allocation	2023 End Req'd in Bank	
1.00	SITE & PARK REPLACEMENT ALLOWANCES								
1.01	Concrete Repair/Replacement Allowance	\$1,500	2017	10	4	\$3,000	\$300	\$1,800	
1.02	Irrigation Piping/Valve Replace Allowance	\$2,500	2017	3	-3	\$2,500	\$833	\$0	
1.03	Landscaping & Tree Trimming/Replacement Allowance	\$6,000	2017	3	-3	\$6,000	\$2,000	\$0	
1.04	Tot Lot Area - Inspection/Repair Allowance (annual)	\$1,185	2021	1	-1	\$1,185	\$1,185	\$0	
1.05	Plaques Replacement Allowance	\$600	2016	20	13	\$2,000	\$100	\$700	
1.06	Monument Repair / Replace Allowance - Minor	\$800	2018	5	0	\$1,000	\$200	\$0	
1.07	Monument Repair / Replace Allowance - Major	\$3,333	2002	30	9	\$5,000	\$167	\$3,500	
1.08	Benches @ Laurelwood Parcels H & O (wood replacement)	\$2,133	2002	30	9	\$3,200	\$107	\$2,240	
1.09	Irrigation Controller (Laurelwood)	\$1,273	2003	25	5	\$1,675	\$67	\$1,340	
1.10	Irrigation Controller (Laurelwood)	\$0	2022	25	24	\$1,675	\$67	\$67	
1.11	Controller Enclosures (Laurelwood)	\$3,167	2003	30	10	\$5,000	\$167	\$3,333	
1.12	Backflow Valves (Laurelwood)	\$1,900	2003	40	20	\$4,000	\$100	\$2,000	
1.13	Backflow Cages (Laurelwood)	\$1,425	2003	40	20	\$3,000	\$75	\$1,500	
Category Sub-Total		\$25,816					\$39,235	\$5,367	\$16,480
2.00	TOT LOT - ELMVIEW WAY								
2.01	Play Equipment (Wood / Metal)	\$24,000	2002	25	4	\$30,000	\$1,200	\$25,200	
2.02	Rubber Floor	\$1,920	2014	12	3	\$2,880	\$240	\$2,160	
2.03	Mulch Replenish	\$0	2022	3	2	\$1,005	\$335	\$335	
2.04	Steel Frame Bench (wood replacement)	\$533	2002	30	9	\$800	\$27	\$560	
2.05	Water fountain	\$3,429	2002	35	14	\$6,000	\$171	\$3,600	
2.06	Safety Sign	\$500	2002	30	9	\$750	\$25	\$525	
2.07	Irrigation Controller	\$1,600	2002	25	4	\$2,000	\$80	\$1,680	
2.08	Controller Enclosure	\$1,250	2002	40	19	\$2,500	\$63	\$1,313	
2.09	Backflow Valve	\$1,000	2002	40	19	\$2,000	\$50	\$1,050	
2.10	Backflow Cage	\$750	2002	40	19	\$1,500	\$38	\$788	
Category Sub-Total		\$34,982					\$49,435	\$2,228	\$37,210
3.00	TOT LOT - LAURELWOOD DRIVE								
3.01	Play Equipment (Metal / Plastic)	\$27,360	2004	25	6	\$38,000	\$1,520	\$28,880	
3.02	Rubber Floor	\$1,800	2016	12	5	\$3,600	\$300	\$2,100	
3.03	Mulch Replenish	\$0	2022	3	2	\$2,100	\$700	\$700	
3.04	Steel Frame Picnic Table (wood replacement)	\$900	2004	30	11	\$1,500	\$50	\$950	
3.05	Water fountain	\$3,086	2004	35	16	\$6,000	\$171	\$3,257	
3.06	Safety Sign	\$450	2004	30	11	\$750	\$25	\$475	
3.07	Irrigation Controller	\$2,160	2004	25	6	\$3,000	\$120	\$2,280	
3.08	Controller Enclosure	\$1,125	2004	40	21	\$2,500	\$63	\$1,188	
3.09	Backflow Valve	\$450	2013	40	30	\$2,000	\$50	\$500	
3.10	Backflow Cage	\$675	2004	40	21	\$1,500	\$38	\$713	
Category Sub-Total		\$38,006					\$60,950	\$3,036	\$41,042
4.00	TOT LOT - VALLEYVIEW TERRACE								
4.01	Play Equipment (Metal / Plastic)	\$22,800	2003	25	5	\$30,000	\$1,200	\$24,000	
4.02	Rubber Floor	\$1,764	2015	10	2	\$2,520	\$252	\$2,016	
4.03	Mulch Replenish	\$0	2022	3	2	\$670	\$223	\$223	
4.04	Water fountain	\$1,062	2003	30	10	\$1,677	\$56	\$1,118	
4.05	Safety Sign	\$594	2003	24	4	\$750	\$31	\$625	
4.06	Irrigation Controller	\$1,900	2003	25	5	\$2,500	\$100	\$2,000	
4.07	Controller Enclosure	\$1,188	2003	40	20	\$2,500	\$63	\$1,250	
4.08	Backflow Valve	\$950	2003	40	20	\$2,000	\$50	\$1,000	
4.09	Backflow Cage	\$713	2003	40	20	\$1,500	\$38	\$750	
4.10	Fencing (Concrete Split Rail)	\$3,064	2003	40	20	\$6,450	\$161	\$3,225	
Category Sub-Total		\$34,034					\$50,567	\$2,174	\$36,207
		Total Value of Components:					\$200,187		
		Annual Straight-Line Allocation:					\$12,806		
		2022 End							2023 End
Total Dollars Necessary to be 100% Funded:		\$132,838							\$130,940
Actual Dollars In Reserve Fund:		\$134,207							\$140,799

3.00 RESERVE STUDY COMPONENT SCHEDULE & PERCENT FUNDED CALCULATION

Code #	Component Description	2022 End Req'd in Bank	Year New	Usefl Life	Rmng. (2023)	Current Cost	Annual Allocation	2023 End Req'd in Bank
	Current Fund Deficiency:	\$0						\$0
	Current Per Unit Deficiency:	\$0						\$0
	Percent Funded:	100.00%						100.00%
	(Actual dollars/Total Dollars Necessary)							

STEPS FOR DETERMINING PERCENT FUNDED:

Step 1: Calculate for each component a required contribution on a "straight-line" funding methodology.

(total component cost divided by the life expectancy of the component)

Step 2: Calculate the required dollars in Reserves for each component.

(required annual contribution multiplied by the component's life in service)

Step 3: Total the required dollars for each component to arrive at "required dollars in bank".

Step 4: Divide actual dollars in bank by required dollars in bank to arrive at percent funded calculation.

This report includes, but is not limited to*, reserve calculations made using the formula described in section 5570(b)(4) ((old 1365.2.5(b)(4)) of the Davis-Stirling Act:

*(4) For the purpose of the report and summary, the amount of reserves needed to be accumulated for a component at a given time shall be computed as the current cost of replacement or repair multiplied by the number of years the component has been in service divided by the useful life of the component. **This shall not be construed to require the board to fund reserves in accordance with this calculation.***

* The future funding levels developed in the Funding Plan of this Reserve Study are derived through cash flow funding calculations.

PROPERTY DESCRIPTION & COMPONENT INCLUSION:

Pointe Marin Association is a 342-member association located in Novato, California.
 The Association is responsible for common areas only that were originally built in 1 phase in 2003.
 The Association is responsible for all components as the Board of Directors has interpreted the CC&Rs.
 For specific component inclusion based on that interpretation please refer to the Component Data or Schedule Sections.

5300(b)(4) - COMPONENT CONDITION:

The property is composed of a variety of components that are in a range of conditions due to their various ages and expected lives. The projections in this Reserve Study intend to maintain these components at an appropriate condition in the future; however, it is the Board's responsibility to investigate and cause the actual maintenance, repair and replacement projects at the appropriate time(s).

Per Davis-Stirling Section 5500 ((old 1365.5)), on a quarterly basis the Board will review actual reserve expenses compared to the year's proposed reserve expenses. Depending on each component's condition and available information at that time, the Board will determine to undertake repair and replacement projects as appropriate. Please refer to the Sections of Component Data and/or Component Schedule for specific details on component ages, expected lives, and remaining lives. A component with a negative remaining life does not necessarily mean the component is being deferred, but rather signifies that the component is past its statistically average life and will be reviewed annually until it is appropriate for replacement. If the Board has specifically determined to defer or not undertake a component's repair or replacement, that decision and its justification is required to be in meeting minutes and disclosed separately in the Annual Budget Report.

5300(b)(3,5,6,7,8) - FUNDING PLAN ANALYSIS & CALCULATIONS:

5300(b)(3) - "the association shall provide the full reserve study plan upon request."

Specific Details regarding the following statements can be viewed in the "30 YEAR FUNDING PLAN" (included with this Reserve Summary).

5300(b)(5) - If applicable, the amount and commencement date of Board determined or anticipated special assessments will be shown and if a vote of the membership is required.

5300(b)(6) - The mechanism(s) by which the board will fund the reserves, including assessments, borrowing, and/or use of other assets. Refer to 5300(b)(4) above for deferral/selected repair/replacements.

5300(b)(7) - Procedures & methodology used for these calculations can be found in section "Procedures & Methodologies" (included with this Reserve Summary).

5300(b)(8) - If applicable, details regarding outstanding loans can be found in the 5570 "Reserve Summary and Disclosure" (included with this summary) and/or separately in the Annual Budget Report.

The Reserve Study is a SERIES OF PROJECTIONS, and consequently the estimated lives and costs of components will likely CHANGE OVER TIME depending on a variety of factors such as future inflation rates, the level of preventative maintenance completed by future boards, unknown material defects, changes in technology, efficiency, and/or government regulations.

The Reserve Study is an evolving document that represents a moment in time covering a 30 year period. As required by The Davis-Stirling Act, we recommend that the Association review and update this Reserve Analysis on an annual basis to make adjustments for component expenditures and fluctuations in annual revenue, interest, and inflation.

2022 Average unit per month reserve contribution *1 = \$3.27

2022 Total annual reserve contribution *1 = \$13,424

* All future numbers are PROPOSED and/or PROJECTED.

DESCRIPTION - 1ST 10 YEARS	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Projected Beginning Fund Balance *1	\$134,207	\$140,799	\$157,856	\$168,318	\$173,088	\$148,672	\$114,607	\$70,048	\$88,085	\$101,590
Contribution % increase over previous yr.	19.99%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Contribution avg. unit/month \$ increase	\$0.65	\$0.08	\$0.08	\$0.08	\$0.08	\$0.08	\$0.09	\$0.09	\$0.09	\$0.09
Contribution avg. per unit/month	\$3.92	\$4.00	\$4.08	\$4.17	\$4.25	\$4.33	\$4.42	\$4.51	\$4.60	\$4.69
Reserve Contribution - Annual	\$16,108	\$16,430	\$16,759	\$17,094	\$17,436	\$17,785	\$18,140	\$18,503	\$18,873	\$19,251
Does increase require membership vote?										
Proposed avg. special assess per unit										
Special Assessment - Total Proposed										
Does special assessment require vote?										
Income from other sources										
Total Reserve Fund Available	\$150,315	\$157,229	\$174,615	\$185,412	\$190,524	\$166,457	\$132,747	\$88,551	\$106,959	\$120,840
Projected Expenditures - inflated	-\$11,219	-\$1,282	-\$8,332	-\$14,417	-\$43,649	-\$53,236	-\$63,547	-\$1,530	-\$6,597	-\$26,626
Balance after expenditures	\$139,096	\$155,947	\$166,282	\$170,995	\$146,875	\$113,221	\$69,201	\$87,020	\$100,361	\$94,214
Interest on balance after tax	\$1,703	\$1,909	\$2,035	\$2,093	\$1,798	\$1,386	\$847	\$1,065	\$1,228	\$1,153
Minimum requested balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Percent funded (if implemented) *2	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Projected Year Ending Balance *3	\$140,799	\$157,856	\$168,318	\$173,088	\$148,672	\$114,607	\$70,048	\$88,085	\$101,590	\$95,367

* All future numbers are PROPOSED and/or PROJECTED.

DESCRIPTION - 2ND 10 YEARS	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Projected Beginning Fund Balance *1	\$95,367	\$103,752	\$114,688	\$118,275	\$135,844	\$136,578	\$137,732	\$149,547	\$159,171	\$166,883
Contribution % increase over previous yr.	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Contribution avg. unit/month \$ increase	\$0.09	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.11	\$0.11	\$0.11	\$0.11
Contribution avg. per unit/month	\$4.78	\$4.88	\$4.98	\$5.08	\$5.18	\$5.28	\$5.39	\$5.50	\$5.61	\$5.72
Reserve Contribution - Annual	\$19,636	\$20,028	\$20,429	\$20,837	\$21,254	\$21,679	\$22,113	\$22,555	\$23,006	\$23,466
Does increase require membership vote?										
Proposed avg. special assess per unit										
Special Assessment - Total Proposed										
Does special assessment require vote?										
Income from other sources										
Total Reserve Fund Available	\$115,003	\$123,780	\$135,116	\$139,113	\$157,098	\$158,257	\$159,845	\$172,102	\$182,177	\$190,349
Projected Expenditures - inflated	-\$12,505	-\$10,479	-\$18,271	-\$4,911	-\$22,172	-\$22,191	-\$12,106	-\$14,856	-\$17,312	-\$13,229
Balance after expenditures	\$102,497	\$113,301	\$116,845	\$134,201	\$134,927	\$136,067	\$147,739	\$157,247	\$164,865	\$177,120
Interest on balance after tax	\$1,255	\$1,387	\$1,430	\$1,643	\$1,652	\$1,665	\$1,808	\$1,925	\$2,018	\$2,168
Minimum requested balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Percent funded (if implemented) *2	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.36%	97.98%	96.76%
Projected Year Ending Balance *3	\$103,752	\$114,688	\$118,275	\$135,844	\$136,578	\$137,732	\$149,547	\$159,171	\$166,883	\$179,288

* All future numbers are PROPOSED and/or PROJECTED.

DESCRIPTION - 3RD 10 YEARS	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052
Projected Beginning Fund Balance *1	\$179,288	\$156,934	\$156,509	\$176,087	\$193,550	\$191,119	\$215,346	\$233,898	\$234,928	\$261,486
Contribution % increase over previous yr.	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Contribution avg. unit/month \$ increase	\$0.11	\$0.12	\$0.12	\$0.12	\$0.12	\$0.13	\$0.13	\$0.13	\$0.13	\$0.14
Contribution avg. per unit/month	\$5.83	\$5.95	\$6.07	\$6.19	\$6.31	\$6.44	\$6.57	\$6.70	\$6.83	\$6.97
Reserve Contribution - Annual	\$23,936	\$24,414	\$24,903	\$25,401	\$25,909	\$26,427	\$26,955	\$27,495	\$28,044	\$28,605
Does increase require membership vote?										
Proposed avg. special assess per unit										
Special Assessment - Total Proposed										
Does special assessment require vote?										
Income from other sources										
Total Reserve Fund Available	\$203,224	\$181,348	\$181,412	\$201,488	\$219,459	\$217,546	\$242,302	\$261,393	\$262,972	\$290,091
Projected Expenditures - inflated	-\$48,188	-\$26,731	-\$7,454	-\$10,278	-\$30,650	-\$4,804	-\$11,232	-\$29,306	-\$4,648	-\$100,361
Balance after expenditures	\$155,036	\$154,617	\$173,958	\$191,209	\$188,808	\$212,742	\$231,070	\$232,087	\$258,324	\$189,729
Interest on balance after tax	\$1,898	\$1,893	\$2,129	\$2,340	\$2,311	\$2,604	\$2,828	\$2,841	\$3,162	\$2,322
Minimum requested balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Percent funded (if implemented) *2	93.37%	91.27%	90.74%	89.87%	87.40%	87.02%	86.05%	83.75%	83.33%	74.50%
Projected Year Ending Balance *3	\$156,934	\$156,509	\$176,087	\$193,550	\$191,119	\$215,346	\$233,898	\$234,928	\$261,486	\$192,052

ASSESSMENT and RESERVE FUNDING DISCLOSURE SUMMARY
For the Budget Year 2023 ending 12/31/23

Per Davis-Stirling Statute 5570 ((old 1365.2.5)) Disclosure Form

- (1) The 2022 budgeted regular assessment per ownership interest is avg. \$ 30.00 per month.
The 2023 budgeted regular assessment per ownership interest is avg. \$ 33.33 per month.
Note: If assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found in the attached Annual Budget Report.
- (2) Additional regular or special assessments that have already been scheduled to be imposed or charged, regardless of the purpose, if they have been approved by the board and/or members:

Date assessment will be due	Amount per ownership interest per year:	Purpose of assessment
N/A	N/A	N/A
TOTAL		

NOTE: If assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found in the attached Annual Budget Report. These assessments might be for purposes outside the scope of the current Reserve Study and have been included by the party preparing the Association's Annual Budget Report.

- (3) Based upon the most recent reserve study 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

- (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 that have not yet been approved by the board or the members.

Approximate date assessment will be due: **Amount per ownership interest per year:**

- (5) All major components are included in the Reserve Study and are included in its calculations.

(6) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5570 ((old 1365.2.5)), the estimated amount required in the reserve fund at the end of the 2022 fiscal year is \$ 132,838 based in whole or in part on the last reserve study or update prepared by **Reserve Analysis Consulting, LLC** as of **November, 2022**. The projected reserve fund cash balance at the end of the current fiscal year is \$ 134,207 , resulting in reserves being 100.00% funded at this date. If an alternate, but generally accepted, method of calculation is also used, the required reserve amount is \$ N/A.

Pointe Marin Association

(7.a.) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5570 of the Civil Code, the estimated amount required in the reserve fund at the end of each of the next five budget years is \$*1 See Below, and the projected reserve fund cash balance in each of those years, **taking into account only assessments already approved** and other known revenues, is \$*2 See Below, leaving the reserve at *3 See Below percent funding.

Budget Year	2023	2024	2025	2026	2027
*1 Estimated Amount Req'd in Fund to be 100%	\$130,940	\$148,058	\$158,149	\$163,157	\$140,894
*2 Reserve Balance (w/PREV. APPROVED Assessments ONLY)	\$138,082	\$152,063	\$159,078	\$160,021	\$131,384
*3 Estimated Percent Funded	100.00%	100.00%	100.00%	98.08%	93.25%

(7.b.) **If the Reserve Funding Plan approved by the Association is implemented**, the projected reserve fund cash balance in each of those years will be \$*4 See Below leaving the reserve at *5 See Below percent funding.

Budget Year	2023	2024	2025	2026	2027
*1 Estimated Amount Req'd in Fund to be 100%	\$130,940	\$148,058	\$158,149	\$163,157	\$140,894
*4 Reserve Balance (IF FUND PLAN IMPLEMENTED)	\$140,799	\$157,856	\$168,318	\$173,088	\$148,672
*5 Estimated Percent Funded	100.00%	100.00%	100.00%	100.00%	100.00%

NOTE: The financial representations set forth in this summary are based on the best estimates of the preparer at that time. The estimates are subject to change. **At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 2 percent per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 3 percent per year.**

(b) For the purposes of preparing a summary pursuant to this section:

(1) "Estimated remaining useful life" means the time reasonably calculated to remain before a major component will require replacement.

(2) "Major component" has the meaning used in Section 5550 ((old 1365.5)): Components with an estimated remaining useful life of more than 30 years may be included in a study as a capital asset or disregarded from the reserve calculation, so long as the decision is revealed in the reserve study report and reported in the Assessment and Reserve Funding Disclosure Summary.

(3) The form set out in 5570 subdivision (a) shall accompany each Annual Budget Report or summary thereof that is delivered pursuant to section 5300. The form may be supplemented or modified to clarify the information delivered, so long as the minimum information set out in subdivision 5570 (a) is provided.

(4) For the purpose of the report and summary, the amount of reserves needed to be accumulated for a component at a given time shall be computed as the current cost of replacement or repair multiplied by the number of years the component has been in service divided by the useful life of the component. This shall not be construed to require the board to fund reserves in accordance with this calculation.

Further Notes: Please read the Requirements & Methodology in Section 2.00 and the Narrative Statements in Section 4.00 of this Financial Summary for important details concerning this Reserve Study's development.