



110 N. Lincoln Avenue, Suite 303 • Corona, CA 92882
Tel: (951) 734-8221 • Fax: (951) 734-8817

Larkspur Estates Homeowners Association

Date: **May 1, 2015**
Escrow No.: **13485CP**
Account No.:

RE: HOA: **Larkspur Estates Homeowners Association**
Property Address: **15842 Larkspur Street, (Sylmar Area) Los Angeles, CA 91342**

AN ESCROW HAS BEEN OPENED AT THIS OFFICE BY:
GW San Diego Properties, LLC by: Griffin SD Realty Investments, LLC a California Limited Liability Company, Managing Member

REGARDING THE PROPERTY DESCRIBED AS: **15842 Larkspur Street, Sylmar, CA 91342**

In connection therewith, we request that you furnish us with data so that proper transfer of association membership may be affected. Please advise us as to the amounts and manner in which payments are to be made, as to any delinquencies, and as to any requirements you might have for transfer of membership.

If a blanket hazard insurance policy is in effect on subject property, please furnish information regarding same, and particularly if premium is included in the fees or dues.

Please furnish us with the following items, marked by an "X".

- | | | | |
|-------------------------------------|-----------------------------|-------------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | ARTICLES OF INCORPORATION | <input checked="" type="checkbox"/> | BUDGET |
| <input checked="" type="checkbox"/> | BYLAWS | <input checked="" type="checkbox"/> | FINANCIAL STATEMENTS |
| <input checked="" type="checkbox"/> | CC&R'S | <input checked="" type="checkbox"/> | INSURANCE CERTIFICATE |
| <input checked="" type="checkbox"/> | MEETING MINUTES (12 MONTHS) | <input checked="" type="checkbox"/> | FIDELITY BOND |
| <input checked="" type="checkbox"/> | RESERVE STUDY | <input checked="" type="checkbox"/> | ASSOCIATION DISCLOSURES |
| <input checked="" type="checkbox"/> | RULES AND REGULATIONS | <input checked="" type="checkbox"/> | VIOLATION/LITIGATION DISCLOSURE |
| <input checked="" type="checkbox"/> | HOA DEMAND | <input checked="" type="checkbox"/> | RUSH REQUEST |

We have furnished a form at the bottom of this request for you to use, however, any form you may wish to use in answer to the information requested will be acceptable.

Thank you for your cooperation in this matter.

Cornerstone Escrow, Inc.

Cheryl Preish, Manager

TO: **Cornerstone Escrow, Inc.** Date: _____
Escrow No: **13485CP**

The undersigned association or its agents advise that as of this date: _____

- Association Dues or fees are presently \$ _____ per _____ and are now paid to (date) _____ and due next _____.
 - Outstanding or delinquent fees or dues have now accrued in the amount of \$ _____ covering the period of _____.
 - Late charges, if any, are \$ _____ per _____ after payment is _____ days late.
 - Transfer fee \$ _____ Payable to: _____
 - Blanket hazard insurance on the buildings, if applicable is with _____ Telephone number is _____
 - Hazard insurance on unit is carried separately by unit owner. Yes / No
 - Please make check for association dues payable to: _____
 - Send check to: _____
 - Are there any outstanding violations covering this unit: Yes / No If so, please provide details and advise if there are any fees outstanding. _____
 - Are there any current or upcoming Special Assessments? Yes / No If so, please advise on the frequency and duration of assessment. _____
- By _____ Phone No:(_____) _____