



# THE OAKS

Community Association

5607 Jackson Valley Road | Lone, CA 95640 | 209-274-6056 | office@theoaksone.com

## Move In Checklist

*The following needs to be completed and returned to the office for New Owner Membership*

- Resident Registration
- Pool Key Registration
- Utility Service Agreement
- Membership List Opt-Out
- Email Opt-In Form
- CC&Rs/Rules & Regulations Acknowledgement
  - Check from Title
  - Copy of **Deed** Or **Rental Agreement**
  - Utility Deposit \$\_\_\_\_\_ Letter of Good Standings\_\_\_\_\_
  - Pool Key \_\_\_\_\_ Gate Code \_\_\_\_\_ Remote \_\_\_\_\_
  - Pet License\_\_\_\_\_ & Vaccinations \_\_\_\_\_ Pets\_\_\_\_\_





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## RESIDENT REGISTRATION

NEW or UPDATE

Lot #: \_\_\_\_\_ Park Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Renter's Name(s): \_\_\_\_\_

Renter's \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Renter's \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Renter's Email: \_\_\_\_\_

Emergency \_\_\_\_\_

Contact Number: \_\_\_\_\_

### List all People Living at This Address:

First Name	Last Name (If Different)	Minor	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No

### List all Vehicles:

Make	Model	Year	Color	License Plate #

### List All Pets

Type	Name	Breed	Color	Papers on File
				<input type="checkbox"/>
				<input type="checkbox"/>

(Office must have a valid copy of - Amador County | license & vaccine records - for each pet in your household)



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In an emergency situation would you or a family member need assistance? Yes    No

Home/Lot Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home/Lot Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter/Lessee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## POOL KEY REGISTRATION ADOPTED

OCTOBER 2023

Use of the Oaks Community Association's swimming pool is offered to all homeowners, their tenants, and guests as a privilege of living in this park. There are, however, rules and regulations (R&R's) regarding the use of the pool. Should you, your tenants or guests violate those rules, your key will be taken from you, and you will lose your pool privileges. The key deposit is \$15 for each key needed.

### 1. POOL & SPA AREA

- The pool and spa are open year-round.
- Pool hours are 9:00 AM to 10:00 PM for general swimming.
- No smoking, including electronic or vapor cigarettes, allowed in the pool area.
- All persons requiring diapers or incontinence products must wear diapers or other incontinence products approved for swimming. Regular diapers are banned.
- Anyone 14 and under must have adult supervision in the pool area. A parent may authorize a sibling of the age of 16 & older to supervise their younger children if POOL SUPERVISION AUTHORIZATION FORM is signed and submitted to The Oaks Staff.
- No one under the age of 14 is allowed in the spa.
- Absolutely no glassware is allowed in the communal areas, including the pool and spa areas.
- No food allowed in the pool and spa area.
- Only approved swimwear shall be worn in the pool or spa, no cut-offs, t-shirts, etc. as they damage our filters.
- No hair clip or pins made of metal shall be worn in the pool or spa, nor any sharp objects of any kind be allowed in the pool area, playground, etc. at any time.
- No horseplay, running, diving, jumping, or throwing others into the pool or spa is allowed.
- No obscene or vulgar language is allowed, and this will be a basis for being banned from community areas.
- No lifeguard is provided. Use of pool/spa is at the user's own risk, regardless of any pool attendant who may be on site.
- If coming in from the pool, no wet swimsuits are allowed in the clubhouse. Prior to use of the restroom facilities, please towel-dry yourself to avoid damage to the carpeted area.

*All additional or temporary rules so posted will be enforced.*



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## ENFORCEMENT of MONETARY FINES &/or SUSPENSIONS & REVOCATION of PRIVILEGES

1. It is important that all members and residents adhere to the community's Governing Documents in order to preserve and enhance property values. In accordance with the California Civil Code, the Oaks Community Association Board of Directors has adopted a Rule Enforcement Policy. This policy is to help ensure compliance with the Association's Governing Documents," Rules & Regulations", and Architectural Guidelines.
2. Violation of Section IV rules is subject to the following:
  - a. Misbehavior .....15-day suspension & revocation of privileges
  - b. Boisterous /violent behavior ..... 60-day suspension & revocation of privileges
  - c. Violation of Suspension .....longer suspension & revocation of privileges
  - d. Violation of a 60 to 90-day suspension will result in an automatic \$100.00 fine to the owner, in addition to another 90-day suspension. In the event the violation was committed by a minor, the parent/guardian, or if guest, the owner will be notified in writing of the infraction and resulting suspension and or fine.
3. An owner/tenant who receives a notice of suspension and or a fine has the right to attend a hearing to dispute the suspension. Hearings are scheduled for the fourth Tuesday of each month from 5:30pm to 6:00pm. You should attend the next hearing after the date of the invoice or notice of suspension. Suspension & revocation of privileges will remain in effect until the issue is heard at a scheduled hearing. During the hearing members have the right to present testimony and produce witnesses.

*I have read these rules and received a copy. I understand that my privileges will be revoked if I do not adhere to the rules.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Lot#: \_\_\_\_\_



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## Utility Service Agreement / Application

Service Address: \_\_\_\_\_

Mailing Address,  
if different: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Owner       Tenant      **If tenant, must attach copy of lease/rental agreement.**

I/we agree to pay The Oaks Community Association all utility (Gas, Electric, Water and Facility Fee/Sewer) charges and penalties as billed monthly at the established rates, including any deposit, late fees, interest, fines, etc. as may be incurred over time.

A utility deposit is required from all new residents, unless you provide proof of 12 months on time payments to prior utility, or have a guarantor.

Utility deposits are calculated based on average utility bill for the property over the last 12 months, which is calculated by totaling most recent prior 12 months utility billing for lot, divided by 12, multiplied by 2 = utility deposit amount. Utility deposits may be refunded, or used against future utility billing, after 12 consecutive months of on-time payments at the request of account holder.

- I/we have a Guarantor, copy of Guarantor Agreement, attached.
- I/we have provided copies of prior utility provider 12 months of statements in our name and showing on-time payments for 12 months, attached.
- I/we have paid a deposit in the amount of \$\_\_\_\_\_ (Check, Money Order or Debit/Credit payment). I acknowledge that this utility deposit will be held on account until I have 12 months on on-time payments to The Oaks, at which time I can request a refund or that it be posted as a credit to my account. Should I not have 12 (twelve) consecutive months of on-time payments, my deposit will be held until achieved, or until such time as I vacate the property, at which time it may be applied to any remaining balance, noting that if it does not cover any final balance, I/we are still responsible for payment of any final balance.

**NOTE:** *Utility deposits will not be applied to delinquent Utility balances! You will still receive a Shut-Off notice if you have unpaid utilities, as the deposit will be held to off-set any final utility billing when you vacate the property, it will not to be used to pay monthly bills.*

*I understand that paying the initial deposit or any utility bill with a non-sufficient funds check can lead to immediate disconnection and additional fees.*

Utilities are due on issuance, delinquent if not paid by the 15<sup>th</sup> of each month. Utilities exceeding \$500 at any time, or past due more than 45 days from the invoice date, will result in a 10-day notice, with a subsequent 48-hour notice that services will be disconnected. Accounts unpaid by the date and time listed on the notice will be



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disconnected. To resume service, all customer balances, reconnection fees, and any required utility deposit must be paid in full.

I/we agree to have meters accessible for reading on posted meter read dates, and allow access to premises, or fees for meter re-read will be incurred. I agree to have meters accessible for inspection and maintenance and to allow premises to be entered during business hours, or as needed for emergency situations.

I/we agree to notify The Oaks Community Association (email or mail to address at top of this letterhead) at least forty-eight business hours prior to any change in ownership/tenancy of the premises being serviced so that final meter reads can be taken, and I/we agree to provide payment for final billing and to provide a forwarding mailing address. If no notice is given to The Oaks, I agree that I/we are responsible for all billing until notice is provided to the Office.

*Falsification of this application may result in immediate disconnection of utilities.*

**Signature below by all Tenants or Owners constitutes agreement to the above:**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**





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## Membership List Opt-Out

Governor Newsom signed legislation that will change the election laws and will also affect distribution of our membership list. The new law states that if we have an email address for the members, we must include the email address in any request by Member(s) for Membership list. Phone numbers are never included. Members have the option of opting out of having their information included in any membership list distributed to other members. The request must be in writing and sign by the property owner.

If you would like to opt out, please complete and sign this opt out form and physically deliver, mail, or email it to the office.

### Opt-Out Membership List

Please remove the following information from dissemination as part of the Membership List distributed to Members of The Oaks Association

Name     
  Mailing Address     
  Property Address     
  Email Address

Property Address: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

A member of the association may opt out of the sharing of his or her name, property address, and mailing address by notifying the association in writing that he or she prefers to be contacted via the alternative process described in subdivision (c) of [Section 8330](#) of the Corporations Code. This opt-out shall remain in effect until changed by the member. ([Civ. Code §5220](#)).

**Alternative Method for Contact.** Opting out does not mean owners are immune from contact by other members. The statute that allows opting out also provides that the association must provide an alternative means for contacting members. ([Civ. Code §5220](#).) Following are two options for handling communications with members who opt-out of the membership list:

1. [HOA Applies Labels.](#) Members who want to mail a letter to opted-out members can deliver to the association their letter in sealed envelopes with postage already applied. The association (or its management company) then applies mailing labels to the envelopes and drops them in the mail.
2. [Mailing House.](#) A complete mailing list of all members (including opt-out members) could be provided by the association to an independent printer/mailer. A member who wants to mail a letter to all other members takes it to the company, which then applies mailing labels and mails it to everyone. Or, in the alternative, prints the letter, puts it in envelopes, applies mailing labels and postage, and drops it in the mail. It depends on the level of service offered by the company.



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## Email Opt-In & Voter Contact Verification

I am interested in helping The Oaks control paper, postage, and printer costs! The Oaks Community Association has my permission to electronically send email to me for the following types of communications, as indicated by my placing a "X" in each box beside the allowable type, thus alleviating The Oaks from providing me a mailed/hard copy:

**ALL DOCUMENTS** (Do NOT check each box below if checking this one)

- OR -

- Account Statements (Invoices and Statements)
- Board of Directors Agendas
- Community Updates
- Newsletters
- Rules and Regulations Changes
- Governing Documents
- Elections Materials
- Miscellaneous Communications

- OR -

I do **NOT** wish to receive any of the above via email.

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- The above contact information is correct and should be used for voter contact.
- I have corrected my contact information above to be used for voter contact.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You may discontinue electronic communications at any time by sending written notification.  
email: [office@theoaksione.com](mailto:office@theoaksione.com), mail: 5607 Jackson Valley Rd., Lone, CA 95640, or directly to the office.



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## CC&Rs & Rules & Regulations Acknowledgement

This is to serve as notice that I have received a copy of The Oaks Community Association's Rules & Regulations and CC&Rs. I agree that I have read and will abide by all park rules.

**Owner Name:** \_\_\_\_\_

**Park Address:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_