



# Castilleja del Arroyo HOA Newsletter

[www.CastillejaDelArroyo.com](http://www.CastillejaDelArroyo.com) / [CastillejaDelArroyo@gmail.com](mailto:CastillejaDelArroyo@gmail.com)



Find us on Facebook at [www.facebook.com/cdahoa](http://www.facebook.com/cdahoa)

*(Una versión en español de este boletín está disponible a petición del administrador local al (925) 290-7456.)*

### CDA Board Members

President - John Howard  
Vice-President - Charles Katz  
Secretary - Chong Knowles  
Treasurer - Rebecca Jaffee  
Director - Nicole Branning

### CDA Insurance

As many of you know, the insurance for our HOA has significantly increased over the past few years. In 2019 our annual insurance premium was less than \$50K. This year, we are paying over \$205K. This has severely impacted our monthly assessments.

In an effort to try and reduce our costs for insurance this year, we went out for bids to over 30 different insurance providers. Unfortunately, only three of those providers would even provide a quote to us. We selected the lowest of those bidders.

### Management

Onsite Manager  
Greg Knowles, CCAM  
(925) 290-7456

Offsite Manager  
Nathan Mitchell - NAM  
(925) 495-4545  
[nmitchell@neighborhoodam.com](mailto:nmitchell@neighborhoodam.com)

We asked why there were so few providers willing to provide a quote to us and they stated there were several reasons. First was most of the companies would not provide quotes for properties that had a total valuation over \$25 million - our property is valued at over \$30 million. They also stated factors such as the age of the property and having too many rental units was a problem. Of course, the fire loss we had in April, 2020, was another big negative factor. We had hoped this year the 2020 fire loss would be dropped off our account. However, because of the terrible issues California is having with insurance providers, they indicated they would not drop off a fire claim unless it was at least five years after the fire. So, our hope is that next year we will see a reduction.

We have done things that have helped with the cost such as the Aluminum Wire Replacement Project and the annual Fire Safety Equipment Inspections. And, we will continue to try and find ways to reduce this insurance cost. If you have any ideas or suggestions, please let us know. We are owners too and we would very much like to get our monthly assessments reduced.

## Keys & Hang Tags

Laundry Room/Pool Key: After the laundry room renovations were completed in 2011, we issued two new laundry room/pool keys to each unit owner for free. Along with the keys, we included a note to the owners that a replacement key would cost \$50. If you purchased your unit after this distribution, the keys would be included with your purchase from the previous owner. Unfortunately, if you did not receive them from the previous owner, you would have to purchase new ones from us and seek reimbursement from the previous owner. Please note - if your key is lost here on the property, please contact the Onsite Manager to see if they were turned in before purchasing a replacement.

Mailbox Key: The mailboxes were replaced in August, 2013. At that time, we sent two mailbox keys for each mailbox to their respective owners or, if we had received written authorization, gave them directly to the owner's tenants. Documentation showing the receipt of each set of keys is stored with management. The Association does not have copies of these keys. If the two keys are lost, the owner will have to replace the lock on the mailbox. This can be done by the owner in cooperation with the US Postal Service, who will need to open the master doors of the appropriate mailbox for the replacement. On the CDA HOA website, there is information and a link about the specific locks used on our mailboxes.

Unit Key: The Association does not have copies of keys to individual units. These are the sole responsibility of the unit owner.

Parking Hang Tag: New red-striped parking hang tags were distributed in 2021. We issued one hang tag to each unit owner for free and documentation showing the receipt of each hang tag is stored with management. Along with the hang tag, we included a note to the owners that a replacement hang tag would cost \$50 and the previous blue-striped hang tag would be voided. (Please note - any voided hang tags discovered in use on the CDA HOA property will result in immediate towing of the applicable vehicle.) If you purchased your unit after this distribution, the hang tag would be included with your purchase from the previous owner. Unfortunately, if you did not receive it from the previous owner, you would have to purchase a new one from us and seek reimbursement from the previous owner.

For tenants, if you do not have any of these keys or the hang tag, please get them from your landlord. The Association will sell laundry room/pool keys to tenants. However, only owners may purchase parking hang tags due to the issue with the previous tag becoming voided and the consequences to vehicles if voided hang tags are discovered in use on the CDA HOA property. For any questions please contact the Onsite Manager at (925) 290-7456.

# Future CDA HOA Board Meetings

## May 13 & July 8

(Annual Member's Meeting - 6:00 pm June 10)

All Board meetings start at 6:30 pm in the Meeting room on the second floor near Unit 94.

If you wish to attend the meeting by Zoom, you will find the link in the CDA Calendar on the CDA website - [www.CastillejaDelArroyo.com](http://www.CastillejaDelArroyo.com).



If your vehicle has been towed, please contact Allen's Automotive & Towing at (925) 443-1767.

They are located at 185 North K Street, Livermore CA 94550.

### CDA HOA Insurance

Aaron Katz

Charles Katz Insurances Services  
7011 Koll Center Pkwy, Suite 180  
Pleasanton CA 94566  
(925) 484-5900, ext. 224  
[Aaron@CharlesKatzInsurance.com](mailto:Aaron@CharlesKatzInsurance.com)



### Police Information

**For all emergencies  
CALL 911**

Non-Emergencies  
(925) 371-4900

Animal Control  
(925) 371-4848

Graffiti Hotline  
(925) 373-5600

Gang Tip Hotline  
(925) 371-4790

## Project Updates

1. The Roof Replacement project has been suspended for the rainy season. There are three buildings remaining and they will be completed when the rain stops in the spring.
2. The laundry room renovations are complete. The floors in all the rooms were re-done with a slip-resistant coating. Also, new LED lights and timers were installed. In addition, all the dryer vents were replaced with individual vent pipes and exhausts to comply with the current building code.

### Notice of Annual Meeting & Board Candidate List

The Annual Meeting of the CDA HOA Members will take place on Tuesday, June 10, 2025, at 6 PM. At this meeting, the Members will elect two of the five (2 of 5) CDA Board members. The nomination period closes on April 9<sup>th</sup>. The remaining schedule for the Annual Meeting and election is as follows:

- Friday, May 9 - Ballots mailed to all Members
- Tuesday, June 10, 5 PM - Ballot return deadline to Neighborhood Association Management office, but may bring to the meeting
- Tuesday, June 10, 6 PM - CDA Annual Meeting, which includes counting ballots

Prior to mailing the ballots to you on May 9<sup>th</sup>, all Members have the right to verify the accuracy of individual information on both the Candidate List and Voter List. Please contact Neighborhood Association Management if you would like to review these lists.

### CDA Smoking Rules

Regarding smoking at our complex, the Castilleja del Arroyo HOA Rules and Polices Handbook (2025) states, "*No smoking is allowed inside any Unit. Also, there is no smoking allowed close enough to any CDA building that allows smoke to enter any Unit window or door.*"

Please ensure that if you are a smoker that you smoke outside of your Unit and away from the buildings. This will help to avoid potential fines. If you have any questions about this rule, or any others, please communicate with the Onsite Manager at (925) 290-7456.

### Insurance Liability

Not too long ago we had a situation where a unit owner had his second floor toilet overflow and damage the interior of his unit. Fortunately, this damage did not extend to the adjacent units. He had unit owner's insurance, but he did not have enough to cover the \$20K in damage he had. He attempted to get the HOA's insurance to cover the damage. But, he did not realize the HOA does not cover damage inside Units.

We encourage all unit owners to review their insurance policies and make sure they have enough coverage for any damage inside their units. Also, make sure it is enough to cover damage that you could be liable for in adjacent units.