

HOW BUSINESS IS CONDUCTED IN NIGUEL SHORES

Niguel Shores Community Association has been structured as a non-profit corporation in the state of California to afford you the many benefits enjoyed by residents who are a part of a community association, not otherwise enjoyed by non-association structured communities. A primary benefit is the value and enjoyment of being part of a well-maintained community. With this goal in mind, the Board of Directors has chosen a full-time, professional on-site management team to assist the residents, to ensure that the common areas are well maintained, and to perform the administrative functions that need to be handled on a day-to-day basis.

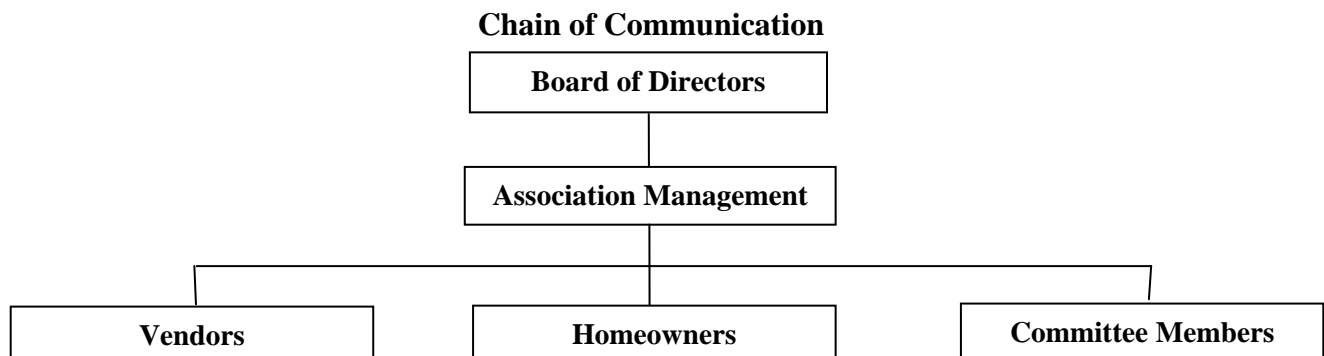
WHO ARE THE BOARD OF DIRECTORS?

As a California Corporation, the members of the association elect the Board of Directors. The Board of Directors meets the first and third Wednesday of each month (unless otherwise posted) to conduct the business of the association. General Board Sessions begin at 9:00 am on the first meeting of the month and at 4:00 pm on the second meeting of the month. Board members make business decisions for the benefit of the community on behalf of its residents.

Typical duties of the Board include: review and approval of financial records, adoption of a working budget, adoption of a delinquency policy, adoption of changes to rules and regulations, and approval of contracts. Additionally, the Board is responsible for approving homeowner members recommended to serve on the committees within Niguel Shores.

HOW DOES NIGUEL SHORES OPERATE?

In addition to the Board of Directors, there are eight standing committees within Niguel Shores which include the Architectural Committee, the Communications Committee, the Finance Committee, the Landscape Committee, the Maintenance Committee, the Recreation Committee, the Traffic & Safety Committee, and the View Preservation Committee. Please refer to the diagram below for a better understanding of the structure under which your community operates.



WHAT DOES THE ASSOCIATION MANAGEMENT DO?

The Association Management team works very closely with and at the direction of the Board of directors to oversee the day-to-day operations for your community. Examples of management responsibilities include: preparation of financial reports, preparation of Board Packets for review by the Board of Directors, preparation of committee agendas and minutes, Board and committee correspondence, common area maintenance issues, oversight of all contracted employees, and attending to resident needs relating to community access and account statements.

The NSCA Management Office is located in the Community Center. Regular operating hours are Monday – Friday from 8:30 am – 5:00 pm.