

PROUDLY MANAGED BY

 **Associa**
Massingham & Associates Management, Inc.

Board Members

Robert Fitzwilliam

Mike Chen

Dixie Specht—Schulz

Lisa Green

Amy Duxbury

Community Manager

Camille Mar

cmar@massingham.com

Direct: (925)405-4729

Community Assistant

Tanya Aviles

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Direct: (925)405-4727

Mail Assessment Payments

University Square HOA
c/o Lockbox Processing
P.O. Box 45401
San Francisco, CA 94145

Make checks payable to
University Square HOA

Mail Correspondence

Massingham & Associates
1855 Gateway Blvd. Suite 300
Concord, CA 94520
Main: 925-405-4900

East Palo Alto Police Department

Non-emergency line:
650-853-3160

Emergency: 911



Current Status of the Association

What Happened?

It was discovered by your community manager and Massingham & Associates, that over the last several years, tax returns and other corporate forms required by the Franchise Tax Board and the Secretary of State were not filed properly by the previous management company. As a result the corporate status of the Association has been suspended. The corporate status allows the Association to operate as a Non-Profit Mutual Benefit Corporation. The Board has been made aware of the current suspended status and has directed Massingham & Associates to take the appropriate actions to have the corporate status reinstated.

What's Next?

Massingham is working with a CPA to complete the tax returns that are needed and also the forms that are necessary in order for the State to re-establish the corporation. Once the forms are filed with the Franchise Tax Board and the Secretary of State, the Association's corporate status will be reinstated and the Association will be back to business as usual. The Board of Directors along with your Community Manager have conferred with legal council in order to make sure that all necessary procedures are completed correctly.

What does it Mean?

The loss of corporate status does not mean that the Association ceases to exist. All current contracts (such as security patrol, and management) have remained intact and will continue to operate as usual. As stated above, the reinstatement process has already begun and should be completed shortly. The Association **does not** owe any back taxes. The costs associated with filing the tax returns are the same as they would be if the forms had been filed each year individually. The Board and management have agreed that it is important to keep the membership (that's you!) informed of the process. If you have any questions, we ask that you submit them in writing to the management company. Please email Camille at cmar@massingham.com or send your questions to the mailing address listed to the left of this article. We appreciate your input and welcome any questions that you might have. We would like to thank you for your patience at this time.

Community Relations

We have had some recent complaints regarding excessive noise and loitering around the community. It is very important to keep your neighbors in mind when planning a get-together or party. Please keep in mind that you as a resident, (homeowner or not) are responsible for the actions of your guests. The EPA Police Department should be called for violations of quiet enjoyment. The numbers are provided to your left.

Annual Assessments

If you did not receive an account statement in January, or if you need information for sending in your payment please contact Tanya or Camille. We can provide a new copy of your account statement and other account information. We are happy to help with any questions you may have.