

ADAMS STIRLING  
Professional Law Corporation  
LEGAL SERVICES

Prepared for:

PALISAIR HOMEOWNERS ASSOCIATION

March 29, 2016



2566 Overland Avenue  
Suite 730  
Los Angeles, CA 90064





## How Associations Can Reduce Liability Risk

If operated properly, a homeowners association can protect and enhance property values. But if run poorly, they can wreak havoc on resident enjoyment and property values. Litigation can have an effect on an association's finances and put them at risk for bankruptcy or special assessments.

Litigation is costly and should be avoided whenever possible. The best and easiest way to avoid litigation is to keep your governing documents up-to-date. Many boards focus solely on their CC&Rs and Bylaws, however, there are other documents that are crucial in reducing your risk of litigation. If your documents predate the implementation of laws addressing important topics such as pets, rentals, electric vehicles and water damage claims, you would be well-served to update your documents to include these topics.

Most litigation is created by boards attempting to enforce rules or policies that are vague, in conflict or not in existence. New laws have mandated collection, election and fine policies that the board must follow when trying to collect assessments or impose fines. All documents must work in unison to efficiently and effectively govern the community. When homeowners cannot interpret these rules, the association's risk of litigation rises.

Another way to reduce liability is to be educated on the roles and responsibilities of being a board member. The board has a responsibility to make decisions in the best interests of the community and not self-interest. In addition to knowing duties and responsibilities, board members should be familiar with the Davis-Stirling Act. This is the set of laws that govern homeowners associations in the State of California. With the legislature enacting new laws and the court ruling on new cases annually, your board should plan on attending a legislative update every year. Being informed, educated and following the law are the best ways to reduce your association's risk of litigation.

Homeowners are an important element as well. Governing documents that are easy to read and clearly define responsibilities, assist homeowners in identifying their role and understanding the functions of the board. This knowledge makes it less likely for the homeowner to sue the association. For condominiums and townhome associations, a maintenance chart to clearly define the maintenance obligations of the association and the individual homeowners is a great tool to educate homeowners as well.

## How We Can Help

Since 2000, **Adams Stirling** has advised boards of directors in the effective governance of associations and advised on the implementation of strategic plans that reduce their liability risks. Our attorneys are well-versed in the myriad of laws that govern homeowners associations. In addition to the Davis-Stirling Act, our attorneys practice, as they relate to common-interest development, corporate law, labor law, Federal law, ADA/FHA, HUD, HOPA, real estate law, construction law, and dispute resolution.

Our attorneys work in conjunction with the board and management as a team to develop policies and procedures that will produce positive results for the community. We recommend an annual review of the association's governing documents, not only to ensure they are in conformance with current laws and serving the best interests of the community, but to ensure that all policies are in place to properly govern the association e.g. rules and regulations, architectural standards, maintenance chart.

We specialize in community association law and stay current on all matters affecting the industry. We keep our clients up-to-date with significant trends and changes in the law. It is important to note that we do not represent individual homeowners or management companies so as to avoid potential conflicts of interest.

Our firm's focus is on educating our clients. We offer annual board orientations to educate new board members on their duties and responsibilities and to discuss a strategic plan to reduce liability. In addition, we offer our clients education through our website and newsletter, Davis-Stirling.com. This education provides an extra layer of protection against litigation and moves the community forward in unity.

## Restatements

**Adams Stirling's** restatement documents are known for their clarity, use of plain English and practical approach to common issues. We have assisted thousands of homeowners associations throughout California with restating their documents. It is easy to find and understand specific provisions in our restatements, because we utilize practical operational provisions with a detailed table of contents and paragraph headings. We ensure your documents will comply with applicable statutes and case law.

An amendment addresses a specific section or subject within your governing documents. An amendment would delete, add or revise a particular section to adhere to the current law or address an issue which you would like added to your documents (e.g. rentals, smoking, pets, etc.). Over time, amendments are no longer sufficient for outdated documents. When this happens, it is time to create an entirely new document and do a restatement.

Our fixed-fee restatement packages include a complete re-write of the CC&Rs and the Bylaws. This provides a matched set and prevents conflicts between the documents. We will create a whole new document while working with your current documents. The new documents will be clear and in plain English so your homeowners can comprehend the documents without being confused by legalese as seen in many governing documents.

As a convenience to associations that want to restate their governing documents, **ADAMS STIRLING** offers two fixed fee packages to streamline the process and to allow boards to budget for the project.

### ***PLEASE NOTE THAT YOUR ASSOCIATION MUST QUALIFY FOR THE FIXED-FEE PACKAGE PRICING.***

***Co-Operatives, Senior Communities, Mobile Home Communities, Master and Sub Associations, Mixed-Use Associations, Commercial or Industrial Associations and associations with unusual corporate structures, or whose documents include multiple annexations, supplements, or amendments may not qualify for a fixed fee package.***

***To obtain accurate pricing or to find out more about our Restatement Packages, please contact Maureen Davidson at [maureen@adamsstirling.com](mailto:maureen@adamsstirling.com).***

### ***BASIC RESTATEMENT PACKAGE – Fixed Fee \$5,800***

***Includes restatement of Covenants, Conditions & Restrictions (CC&Rs) and Bylaws applying current laws and the association's needs based upon a submitted questionnaire.***

This package includes:

- Detailed Restatement Questionnaire for board to complete;
- Preparation of an initial draft of restated documents;
- One-hour (1) telephone conference with attorney to discuss initial draft revisions;
- Preparation and delivery of the final draft of the restated documents for final board approval, incorporating any changes requested during the telephone conference with board or by email;
- Preparation and delivery of a ballot and voting instructions, a cover letter to the membership, along with the approved final draft of restated documents;
- Delivery of membership approved CC&Rs to the county recorder's office (*excludes recording costs*);
- Delivery of recorded CC&Rs to association for their records.

## PREMIUM RESTATEMENT PACKAGE – Fixed Fee \$6,800

**Includes restatement of Covenants, Conditions & Restrictions (CC&Rs) and Bylaws applying current laws and the association's needs based upon a submitted questionnaire, Election Rules, and Collection Policy.**

This package includes:

- Detailed Restatement Questionnaire for board to complete;
- Preparation of an initial draft of restated documents;
- Two-hour (2) telephone conference with attorney to discuss initial draft revisions;
- Preparation and delivery of the final draft of the restated documents for final board approval, incorporating any changes requested during the telephone conference with board or by email;
- Preparation and delivery of a ballot, voting instructions, cover letter to membership, along with the approved final draft of restated documents, Election Rules, and Standard Collection Policy;
- Delivery of membership approved CC&Rs to the county recorder's office (*excludes recording costs*);
- Delivery of recorded document to association for their records.

## ADDITIONAL CHARGES

The calculation for our fixed-fee restatement package(s) are measured in time at a reduced hourly rate. The packages list the items that are included. Any extra time outside of the tasks listed above will be billed at that attorney's standard hourly rate. Should the attorney find that there are missing documents required to complete the restatement, the firm will purchase the missing document(s) and charge the client for the extra time it takes to incorporate this information into the new document.

Lender approval **is not** included in the fixed-fee pricing. Any work relating to lender approval will be billed at the attorney's standard hourly rate.

If more than 50% of the membership has voted affirmatively in support of the restated documents and you still cannot obtain quorum, we can file a 4275 Petition with the Court. The Petition allows the Court to approve the documents for recordation. This service is not included in the fixed fee pricing and is billed at the attorney's standard hourly rate. Please contact our office for further information.

Other additional charges may include coverage of the one-hour allotted time for the telephone conference with attorney, telephone calls outside of the one-hour meeting, email messages, additional revisions made after second draft is delivered, and/or in-person meetings with the attorneys.

## Corporate Counsel Services

We offer two options for **CORPORATE COUNSEL** services. You have the option of picking the one that best suits the community's needs.

### Option 1 – STANDARD FEE AGREEMENT

This is our standard hourly rate arrangement. After the Board has approved, signed and returned the fee agreement, the attorney can begin to assist the association with their legal needs. There is no set-up fee and associations pay for legal services as requested at the attorneys' standard hourly rates.

## Option 2 – RETAINER PROGRAM

This program provides the association with **Adams Stirling's** high level of legal services, customized training sessions as well as assistance in reducing the association's risk. This program is designed to guide boards through transitional phases, specific project or litigation. This program offers support with communication channels and educational components that will assist association's through the times that legal counsel is necessary. It can help to reduce future liabilities and move the association forward in unity.

### Pricing and Benefits

The **Retainer Program** is offered at an annual fee of \$950.00.

#### Benefits included:

- **Unlimited Phone Calls** -The retainer program includes unlimited “brief” telephone calls with your attorney. Brief is defined as “up to six minutes.” This allows you to speak to your attorney about basic issues that may arise and does not require a review of documents or additional research. This allows you to be educated by your attorney about the proper operation and management of your community. This benefit is limited to phone calls and does not include emails.

*This can save you up to \$30.00 on every six (6) minute phone call with your attorney.*

- **Two (2) Hour Board Orientation** - This program is geared towards educating board members on their duties and responsibilities. It outlines strategies and policies for reducing the risk of litigation and develops a strategic plan for the year. The session includes a Directors' Handbook, Running a Successful Meeting and Parliamentary Procedure handbooks.

*The standard charge for the two (2) hour board training session is \$700.00, plus travel.*

- **Davis-Stirling Legislative Update** - The Davis-Stirling Act is the set of laws that govern common-interest developments in the state of California. Every year new laws are enacted through our legislature and through case law. These laws may affect the governance of homeowners association throughout the state and it is important that board members are aware of these laws. In the last quarter of the year, we will provide each board member with a legislative update summarizing the new laws that have been enacted by the California legislature as well as case law that has been decided by the courts throughout the entire year. This education assists in reducing the risk of litigation by teaching directors the legal duties and boundaries that are afforded by law.

*The legislative update is priceless. It takes an enormous amount of review and research throughout the entire year to track and compile this information.*

- **Audit Letter Response** – We will prepare a letter as requested by the association's accountant reflecting any litigation the association is currently involved in or is on notice of.

*This letter takes approximately 1.5 hours to compose, saving you \$432.50.*

- **Reduction of Attorney's/Paralegal's Hourly Billing Rate** - When legal issues arise and your attorney must act, e.g. legal opinion letters, litigation matters, homeowner dispute issues, etc., our attorneys are well-versed and experienced in HOA laws and will assist you with these needs. As a benefit you will receive a discount of \$20.00 off of the attorney's standard hourly rate.

### ADAMS STIRLING'S TEAM SUMMARY

Focused on customer satisfaction and to best serve clients' needs, **Adams Stirling** assigns a team of attorneys and a client relations liaison. The team works collectively to ensure that your legal needs are met in a timely manner and to your satisfaction.

In many firms, if attorneys consult on a specific project or attend a meeting together you are charged for both attorneys. At **Adams Stirling** we bill for one (1) attorney's billable time, regardless of how many attorneys worked on a project or attended a meeting.

As a Retainer client, you will receive the reduced hourly rates listed below.

	<u>Standard Hourly Rate</u>	<u>Reduced Hourly Rate</u> (Retainer Program)
<b>Adrian Adams</b> – Founder/Partner	\$375	\$355
<b>Richard Witkin</b> – Collections	\$330	\$310
<b>Paul Ablon</b> - Appeals	\$330	\$310
<b>William Dunlevy</b> – Of Counsel	\$325	\$305
<b>Aide Ontiveros</b> – Partner	\$300	\$280
Head of Litigation		
<b>Cang Le</b> – Partner	\$295	\$275
Managing Attorney		
Inland Empire/Desert Cities		
<b>Jasmine Hale</b> – Partner	\$300	\$280
<b>Karen Jacobs</b> – Attorney	\$285	\$265
<b>Wayne Louvier</b> – Senior Attorney	\$285	\$265
Orange County Office		
<b>Patrick Nichols</b> – Attorney	\$250	\$230
<b>Jane Blasingham</b> - Attorney	\$250	\$230
<b>Aaron Schwarzkopf</b> - Attorney	\$225	\$215
Paralegal	\$120	\$110

Your client relations liaison is provided as extra support at no charge.

Sue Anderson – Regional Director of Business Development

Marianne Pick – Regional Director of Business Development

Maureen Davidson – Business Development Administrator



**Adams Stirling** offers full collection services through its affiliate company, **Witkin & Neal, Inc.** Attorney Richard Witkin is Of Counsel to the firm and assists clients with their collection inquiries and needs. All of the pre-lien and non-judicial foreclosure processes are handled by Witkin and Neal, an independent foreclosure trustee company headed by Audrey L. Neal and Richard G. Witkin, Esq. We have found this to be a cost effective way of handling collections for associations; generally law firms charge more for these services.

**1. Superior Court Money Judgment.** The firm will file a complaint for a money judgment against the delinquent owner. If a money judgment is entered, in appropriate circumstances it may be used to levy the delinquent owner's bank accounts, force the sale of the delinquent owner's personal property, garnish the delinquent owner's wages, or to levy against the delinquent owner's rental income. Additionally, a judgment lien may be recorded against real property assets owned by the delinquent owner.

**2. Judicial Foreclosure.** The firm would handle judicial foreclosure action and obtain a deficiency judgment if there is insufficient equity in the unit to satisfy the delinquency. The deficiency judgment would allow the association to attempt to collect the difference by levying against the delinquent owner's bank accounts, forcing the sale of his/her personal property, or garnishing his/her wages, etc.

**3. Non-Judicial Foreclosure.** **Witkin & Neal, Inc.**, a foreclosure trustee, will handle non-judicial foreclosures from start to finish. Non-judicial foreclosures are done outside of court. Most foreclosures in California are non-judicial.

**4. Small Claims Court.** Attorneys cannot attend small claims hearings. **Witkin & Neal, Inc.**, a foreclosure trustee, can assist with organizing your files in preparation for your small claims hearing.

Pre-Litigation	
Blanket Transfer Notice	\$500.00 plus costs (Add'l \$100 per yr. for firm to receive and process notices)
Pre-lien Letter <ul style="list-style-type: none"> <li>• Obtain and verify current title information</li> <li>• Review governing document and collection policy</li> <li>• Review client's payment ledger and determine balance due including interest and late fees</li> <li>• Send pre-lien notices to homeowner(s)</li> </ul>	\$300.00 plus costs
Assessment Lien <ul style="list-style-type: none"> <li>• Prepare Notice of Delinquent Assessment lien</li> <li>• Deliver lien to county recorder</li> <li>• Mail Notice of Delinquent Assessment lien to homeowner(s) within ten (10) days of recordation</li> </ul>	\$350.00 plus costs

## ASSESSMENT COLLECTION SERVICES



<b>Pre-Litigation</b>	
<b>Notice of Default</b> <ul style="list-style-type: none"> <li>• Prepare Notice of Default</li> <li>• Deliver Notice of Default to county recorder</li> <li>• Mail Notice of Default to homeowner(s) within ten (10) days of recordation</li> <li>• Obtain Trustee's Sale Guarantee from title company</li> <li>• Mail additional notices as indicated in Trustee's Sale Guarantee</li> </ul> <p>*Including actual cost of Trustee's Sale Guarantee + mailing and recording fees</p>	\$300.00 plus costs*
<b>Notice of Sale (prior to Notice of Sale, WN may request payment of fees to date)</b> <ul style="list-style-type: none"> <li>• Prepare Notice of Sale</li> <li>• Publish Notice of Sale in local newspaper</li> <li>• Post and mail notice as required by law</li> <li>• Hold foreclosure auction</li> <li>• Administer redemption period (add'l charge)</li> <li>• Prepare Trustee's Deed Upon Sale</li> </ul> <p>*Including actual cost of publication + mailing and recording fees</p>	\$125.00 plus costs*
<b>Payment Plan monitoring (6 months)</b>	\$200.00
<b>Release of Assessment Lien</b>	\$80.00 plus costs and attorney service fee
<b>Demand to Escrow</b>	\$100.00
<b>Small Claims Court</b>	
<b>Small Claims Court Assistance Program</b>	\$395.00 fixed-fee To be paid in advance
Attorneys are not permitted in Small Claims Court (except on appeal).	Contact Sandra Sandoval <a href="mailto:sandras@witkinandneal.com">sandras@witkinandneal.com</a>
<b>Lawsuits for Judicial Foreclosure and Money Judgment</b>	
Lot Book Report to verify equity and liens and provide information on lienholders to Sheriff for foreclosure	\$100.00
Summons, Complaint, Lis Pendens	\$500.00 plus filing fee
Request for Entry of Default	\$100.00 plus filing fee
Default Judgment Package	\$500.00 plus filing fee

## ASSESSMENT COLLECTION SERVICES



<b>Lawsuits for Judicial Foreclosure and Money Judgment</b>	
Negotiate Payment Plan and Prepare Stipulation for Entry of Judgment	\$300.00 plus filing fee
Court appearances (including trial or default prove-up, if required by Court) and attorney time rather than paralegal time if case is contested.	Billed per hour based on attorney's rate attending the hearing
Trustee Sales Officer Testimony and Appearance *Mileage and parking fees – may include travel time to court and time waiting in court to testify	\$100.00 per hour plus costs*
Dismissal	\$100.00 plus filing fee
Preparation of Judgment Following Trial	\$250.00
Periodic updates by email or mail enclosing copies of documents or reporting status on individual files	Monthly status reports provided at no additional charge and will be emailed by the 15 <sup>th</sup> of the following month. Responses to specific questions will be billed per hour based on the attorney's rate handling the case.
<b>Bankruptcy Court Intervention</b>	
Proof of Claim	\$100.00
Notice of Bankruptcy Stay	\$75.00
Motion for Relief from Stay	Approximate cost is \$850.00 plus time in court and court costs. Depending on the facts of the case, if the motion will take more than 3 hours to prepare and file, we will provide a revised estimate prior to commencing work.



## FIRM OVERVIEW

**Adams Stirling** is California's premier HOA law firm, exclusively representing common interest developments. The firm provides corporate and litigation counsel to association's Board of Directors. Our diverse portfolio consists of high-rises, master planned, senior housing, resort, equestrian, golf, lake, mixed-use, industrial and commercial associations as well as stock cooperatives.

Adrian J. Adams began his career managing large-scale associations and a luxury high-rise on the prestigious Wilshire Corridor in Los Angeles. While a community manager, he earned his Masters in Business Administration from UCLA with his sights set on managing large resorts. After graduation and with the down turn of the market, Adrian reassessed his career goals. He was approached by an attorney of a well-known law firm who suggested that he return to school to earn his Juris Doctorate and come to work for his firm. After some thought, Adrian enrolled in Southwestern School of Law in Los Angeles.

Adrian's dream was to manage a firm of his own where the focus would be to provide corporate counsel to Boards of Directors exclusively. In 2000, that dream became a reality with the opening of his own firm. Many of his clients were the high-rises on the Wilshire Corridor. Adrian's management and business experience allowed him to recognize the need for quality legal services at an affordable price. As a result, the firm developed fixed fees on the restatement of governing documents. If the association's CC&Rs and Bylaws are out-of-date, this can hinder the boards' ability to properly govern the association and it can raise the risk of the association ending up in expensive litigation. In addition, the firm developed a Retainer Program which offers reduced fees, free telephone calls, legal updates, annual audit letters and board training for one low annual fee. Please contact our office for more information.

Since opening its doors, **Adams Stirling** has grown from a single office in Los Angeles to nine offices throughout the state. To better serve clients' needs, the firm has a dedicated litigation department and a team of business development/client relations professionals to ensure every clients' needs are met in a timely and efficient manner. All of the attorneys are well-versed in employment, construction, real estate, corporate, mediation, and of course, the Davis-Stirling Act to handle the myriad of legal issues common interest developments face.

**Adams Stirling** is well-known for its weekly newsletter and award-winning website, [Davis-Stirling.com](http://Davis-Stirling.com). The website and the newsletter reflect the firm's commitment to education. It is the #1 relied upon reference for the interpretation of the Davis-Stirling Act.

### Quick Facts:

- ❖ Well-versed, experienced attorneys
- ❖ Thorough knowledge of operations and governance of associations
- ❖ Committed to Reducing Association's Liability
- ❖ Education as a Benefit
- ❖ Emphasis on superior client interaction and experience
- ❖ Excellent reputation
- ❖ Timely responses from both staff and attorneys
- ❖ Nine (9) offices to serve clients throughout California

## MEET THE LEGAL TEAM



### **HON. LAWRENCE W. STIRLING (ret.) Partner - Author of the Davis-Stirling Act**

While serving in the California Legislature, then Assembly Member Larry Stirling authored the Davis-Stirling Common Interest Development Act, a bill sponsored by Professor Katherine Rosenberry. Judge Stirling served in the US Army and his public service includes City Council, State Assembly and State Senate positions.

Today, Judge Stirling is a Partner in the firm. He frequently participates in presentations with Adrian. In February 2015, he was honored at the 30<sup>th</sup> Anniversary Celebration of the Davis-Stirling Act in Newport Beach, California.



### **ADRIAN J. ADAMS Principal and Managing Attorney**

Adrian is one of the leading attorneys in California specializing in common interest development law. He is the principal and managing attorney for the firm and also editor for the Davis-Stirling.com website and newsletter. In addition, Adrian serves as an expert witness for standards of care issues involving association Boards and managers.



### **RICHARD G. WITKIN of Counsel – Assessment Collection**

Richard Witkin is well-respected in the industry for his extensive knowledge of assessment lien and foreclosure matters. Richard is a member of the United Trustee's Association and has attained the highest level of expert certification by the UTA and serves as an expert on collection issues in state and federal courts. Because of his expertise, Richard oversees and coordinates all assessment collection matters for Adams Stirling.



### **PAUL S. ABLON Of Counsel – Appellate Department**

Paul Ablon oversees the appellate work for the firm. Paul taught Appellate Advocacy at Loyola Law School and later became Senior Research Attorney at the California Court of Appeal where over two dozen of his opinions were published.



### **WILLIAM S. DUNLEVY Of Counsel – Ventura County Office**

Bill Dunlevy has been a community association attorney for over 35 years. Bill has been a mainstay of the Ventura County community for over thirty years. Bill's involvement with the Channel Islands Chapter of the Community Associations Institute has been a boon to the Chapter. Bill twice served as President and has had multiple terms on its Board of Directors. He was the founding editor of the highly acclaimed magazine *Channels of Communication* and served as editor for 26 years. He has twice been honored as Author of the Year and three times received the prestigious Distinguished Service Award.



**AIDE C. ONTIVEROS**  
**Partner - Head of Litigation**

Aide Ontiveros oversees the firm's litigation department. Prior to joining AK, Aide was Of Counsel to one of the largest insurance defense firms in the country. Aide's litigation experience includes cases involving asbestos, business litigation, employment discrimination, errors and omissions, general liability, mold and water damage, personal injury, premises liability, professional malpractice, sexual harassment, toxic torts and wrongful death.



**JASMINE F. HALE**  
**Partner – Corporate Counsel**  
**Employment Law**

Jasmine has extensive experience in the representation of high-and mid-rises, large condominium projects, master-planned communities, senior 55+ communities, mobile home parks, commercial and mixed-use developments as both corporate and litigation counsel. She is integrally involved in the industry and serves on the Editorial Board of the GRIE CAI Chapter's Connect publication and member of the CAI Channel Islands Legislative Action Committee. Recently, Jasmine has been selected by the American Bar Association (ABA) as 1 of 5 attorneys across the United States to co-author an ABA practice guide on representing common interest developments. She has written and published articles on legal issues affecting community associations in the CACM Law Journal and other industry publications. She has been invited by the GLAC, GRIE and Central Coast Chapters to lecture on the essentials of community leadership.



**CANG N. LE**  
**Partner - Managing Attorney**  
**Inland Empire Offices**

Cang is the managing attorney for the firm's Riverside office. He handles the Coachella Valley and Inland Empire client portfolio for the firm which includes new developments, mixed-use, declarant/builder Boards, senior communities, golf club and lake developments, master and sub associations, and mobile home and RV parks. He serves as both general and litigation counsel for associations. He is frequently asked to speak at various industry events and has educated directors and managers throughout the state. He has authored several articles for the industry publications and is the editor of GRIE's *Connect* publication.



**WAYNE D. LOUVIER**  
**Senior Attorney – Corporate Counsel**  
**Orange County Office**

Wayne has been practicing common interest development law for over ten years. His experience includes the representation of 55+ senior communities, mobile home parks, condominiums, PUD, high and mid-rise, commercial and mixed-use communities. He has served as both corporate and litigation counsel and advises Boards of Directors on all transactional and litigation matters related to commercial and residential common interest developments. He is a resident of Orange County and assisted in the opening of the Orange County office in Irvine.



**KAREN N. JACOBS**  
**Senior Attorney - Corporate Counsel**

Prior to joining Adams Stirling, Karen practiced as a trial attorney with the largest in-house insurance defense firm in Southern California. She represents associations as both corporate and litigation counsel. She has handled many litigation matters ranging from obtaining restraining orders for harassment to obtaining injunctions to prohibit unauthorized alterations to units. Karen handles many of the firm's high rise communities and is well-versed in the specific issues that these communities experience. She has successfully handled many of the firm's dispute resolutions as well.



**JANE BLASINGHAM**  
**Corporate Counsel**

Jane's experience includes planning, entitlement, management, budgeting, permitting, and construction of new residential communities for large, national home builders in California. She managed the formation of new communities and served as a director on four Declarant association boards. Jane attended Master's College where she earned a Bachelor of Science degree and graduated cum laude with her department's highest award. She earned her Juris Doctorate from Western State College of Law where she graduated magna cum laude and valedictorian of her class.



**PATRICK NICHOLS**  
**Litigation Counsel**

Before joining Adams Stirling, Patrick gained valuable litigation experience in the state and federal courts and even the California's Court of Appeals. He earned his Juris Doctorate from Pepperdine University School of Law where he competed on the trial team and earned his Bachelor of Arts from Principia College. Patrick's experience includes labor and employment law which gives him a unique perspective when assisting our clients in their employment law litigation matters.

To learn more about our attorneys, please go to [www.AdamsStirling.com](http://www.AdamsStirling.com)

## Business Development/Client Relations Team

**Adams Stirling** is committed to providing clients the exceptional customer experience. Clients are assigned two attorneys and a Business Development/Client Relations representative to each account. Your legal team is dedicated to providing you with the highest quality legal services in a timely manner.

Our Business Development/Client Relations team is an added benefit provided to our clients at no extra charge. They serve as liaisons between you and your assigned attorneys and work with you to ensure your satisfaction with the service we provide.



**Sue Anderson** is regional Director of Business Development for the Inland Empire and the Coachella Valley.

Sue joined the team after working as the Director of Business Development for the 4<sup>th</sup> largest security services company in the U.S. She brings a wealth of knowledge and experience in client development, quality control systems and client relations. Her previous experience includes a large agency handling Fortune 100 companies.



**Marianne Pick** is regional Director of Business Development for Orange County and San Diego.

Marianne has spent the last 12 years working as a Business Development professional in the Southern California HOA industry. She is highly respected for her professionalism and commitment to customer satisfaction.



**Maureen Davidson** is the Business Development Administrator. She works closely with Adrian Adams and is an integral part of the Business Development team. Maureen interacts with prospective clients, answering questions about the firm's services and sending out proposals. She is responsible for the scheduling attorneys for interviews and board orientations. She also participates in industry tradeshows and luncheons.

Maureen's experience included two years in the legal field and eight years in property management. She earned her paralegal certificate in Portland, Oregon at the College of Legal Arts.



## VALUE ADDED SERVICES

“Much More Than Just a Law Firm”



Litigation is a very expensive process and can cost an association thousands of dollars. A significant factor in reducing liability is to set up good policies and procedures for directors to follow. Another element is to stay current with laws and legislation. **Adams Stirling** emphasizes and promotes education through its websites, blogs, newsletters, journal articles and professional affiliations. Our attorneys speak at industry conferences and events throughout the state. In addition, they serve as volunteers and delegates on the California Legislative Action Committee to stay current on legislative issues that may impact the industry.

### Davis-Stirling.com Website

Common interest development law encompasses a complex and constantly changing environment of statutes and cases which affect associations. In response to the need for clarification of this set of laws, Adrian Adams launched the Davis-Stirling.com website. The website's enormous content combined with extensive indexing and cross-linking makes it one of the easiest-to-use sites ever created. It is used by homeowners, directors, managers and attorneys and is the #1 authority and reference on the interpretation of the Davis-Stirling Act in the State of California.

### Davis-Stirling.com Newsletter

To assist homeowners, directors and managers with challenging operational issues they face while managing or living in an association, Adrian Adams created an electronic newsletter. Each week hundreds of readers submit questions for Adrian's consideration. The questions are actual real-life inquiries, submitted by people that live in or work with an association. Adrian answers with a practical approach to the law and with a touch of humor. Every Sunday over 18,000 subscribers receive the newsletter, which makes it the largest subscriber-based CID newsletter in California.

### Training & Seminars

**Adams Stirling** offers clients personalized board training and seminar programs. We have a variety of topics to meet your association's needs or can develop a program to meet your specific requests.

Here are a few topics that we have in our library, please contact our office for a full listing or for more information about a custom presentation:

- **Board Member Duties and Liabilities**
- **Boxes, Bugs & Blights: Combating Hoarders in Community Associations**
- **HOA Email and Social Media Dilemma**
- **Getting Sued: Strategies on How to Reduce Your Liabilities**
- **Legislative Update**
- **Strategies for Dealing with the Aging and Disabled**
- **Managing Capital Improvement Projects**
- **FHA/ADA – Everything You Wanted to Know and Not Know**

### Proud Members and Supporters of:

