



# 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

## Drain Issues

We recently had an issue where a downstairs unit discovered water backing up in their kitchen sink. A plumber snaked out the drain and discovered oil/grease had been put down the drain and when it cooled had turned into a solid and clogged the drain. It could not be determined whether the upstairs unit or the downstairs unit had caused this issue.

### Management

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

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

The HOA rules regarding shared plumbing specify that each unit owner sharing a utility will be equally responsible for all costs for fixing the issue and for any damage caused by that issue. However, if it can be determined that one unit caused the issue, that unit owner will be solely responsible for all costs. Therefore, in this case, both unit owners had to pay 50% each of all the costs.

We would like to remind all the residents not to put any oil or grease down any drain. It may be liquid when it is hot, but it turns into a solid when it cools. Instead of pouring it down the drain, pour the hot oil/grease into an appropriate container that will not melt from the heat. Once it cools into a solid, you can then throw the container into the trash. Also, please do not put anything that is fibrous down the drain. For example, we had a unit that used their garbage disposal to grind up a pumpkin and put it down the drain. Because of the fibers in the pumpkin, it could not go down the drain smoothly and caused the pipe to become clogged.

As a general rule - you should put all solid materials in the trash, not down the drain.

## 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 should have been 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 the HOA and seek reimbursement from the previous owner. Please note - if your key is lost here on the property, please contact the Onsite HOA 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 new mailbox keys for each mailbox to their respective owners or, if we had received written authorization, gave them directly to the owner's tenants. Please note - 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. 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 now be void. (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 should have been 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 the HOA and seek reimbursement from the previous owner.

For tenants, if you do not have any of these keys or the parking 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 HOA Manager at (925) 290-7456.

# Future CDA HOA Board Meetings

## May 12 & July 14

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 All Brauns Towing at 866-408-8093.

They are located at 1113 Greenville Road, Livermore.

### 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 driveway sealcoating and re-stripping project will be scheduled once the rainy season is over.
2. We are finalizing the tree removal permit with the City of Livermore for the remaining problem trees. The work will start up again once the permit is approved.

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## Notice of Annual Meeting & Board Candidate List

The Annual Meeting of the CDA HOA Members will take place on Tuesday, June 9, 2026, at 6 PM. At this meeting, the Members will elect three of the five (3 of 5) CDA Board members. The nomination period closes on April 7<sup>th</sup>. The remaining schedule for the Annual Meeting and election is as follows:

- Friday, May 8 - Ballots mailed to all Members
- Tuesday, June 9, 5 PM - Ballot return deadline to NAM Association Management office, but may bring to the meeting
- Tuesday, June 9, 6 PM - CDA Annual Meeting, which includes counting ballots

Prior to mailing the ballots to you on May 8<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 NAM Association Management if you would like to review these lists.

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## 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 HOA Manager at (925) 290-7456.

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## 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.