



July 2015

SURFSIDE III e-NEWSLETTER

Edited by Gabby Vignone, Carol Short, Andy and Lynn Santamaria, and Ira Green



FROM THE BOARD OF DIRECTORS

Appointing Committees

Formation: Committees are appointed by or at the direction of the board of directors. Homeowners do not have the right to appoint themselves to committees. Formation of committees is done in open session since this does not qualify as one of the activities authorized for executive session.

Size: Committees can be as small as one person or as large as the board wants to make it. However, the larger the committee the more unwieldy it becomes. In HOAs, committee size typically falls in the 1 to 10 member range.

Committee Chair: Committee chairs are appointed by the board. Once appointed, the committee cannot elect a different chairman. However, the committee can apply to the board for the appointment of a new chairman. The association's Board Resolution 2009-02 states that a Serving Board Member may not serve as a Committee Member, but they may serve as a liaison between the Board of Director and any or all Committees. To conduct successful committee meetings, the chair of the committee or the board needs to establish meeting guidelines.

Vacancies: In the event of vacancies on a committee, the committee chair has the power to fill vacancies on the committee.

Who May Serve on Committees: There are no restrictions on who may serve on advisory committees, but the committee chair has the right to deny membership on their committee, because they are responsible for developing a group of people that are knowledgeable in the area that the committee's charter defines and can work together. Our board requires that candidates (i) be members in good standing, (ii) reside on the property, (iii) have attended a majority of board meetings in the past 12 months.

Duties and Term: When a committee is created, boards must assign responsibilities to the Committee. This is their charter and operating rules.

Questionnaire On Budgeted Clubhouse Items

The 2015 Surfside budget contains \$1,066 for the purchase of new play equipment for the Clubhouse. The original thought was to replace the two billiard tables with newer models. The Clubhouse also has available a ping-pong table and a Foosball table. Prior to going ahead with this purchase, your input is solicited as to what other type of play equipment could be purchased to be placed in the Clubhouse near the east entrance. One option would be to replace one billiard table and purchase one other type of equipment.

Please submit your comments to Andy Santamaria at andres.santamaria@surfsideiii.com by July 31st.

Reserve Study

A new reserve study for 2015 was commissioned to assess future capital replacement needs. An up to date study is an important planning tool that lays out the items and timing of capital replacements over the next 30 years.

At the most recent Board Meeting a representative from Association Reserves, the company that was commissioned by SSIII, presented the findings:

- The infrastructure of SSIII is well maintained.
- Funding level is 35%. This is considered 'fair' funding (30% - 70%) and is in line with the majority of the HOA. No special assessments are needed.
- Recommendation is to achieve 100% funding ('strong') by 2020, requiring an addition of approx. \$65 in monthly dues earmarked to reserves.

Capital replacements of close to \$4 million over the next ten years need to be funded. Major expenses include the replacement of the roofs and street lights, ongoing painting, maintenance of the lateral lines and a variety of other capital replacements. In order to maintain a 'fair' funding level over the next 10 years the contribution to reserves will need to increase by approx. \$30 per month per unit in 2016, with slight increases afterwards. This will allow all replacements without deferred maintenance (delays).

Needless to say that it is difficult to plan what will happen in 10 years or later but the reserve study is the best tool available, and going forward it will be updated annually. We will review the results and implications of the reserve study at the upcoming Finance Forum (see below).

The capital reserve study is posted on SSIII website at <http://www.surfsideiii.com/docs/financial/financial.htm>. It explains the methodology and the capital components. Please e-mail our treasurer Alex Urmersbach at alex.urmrsbach@surfsideiii.com with questions.

Finance Forum

The finance forum will be on **July 18, 2015 at 2:00 pm** at the Clubhouse. Please send your questions in writing or by e-mail to Carol/Gabby prior to the meeting. Topics include:

- Reserve Study
- Financial Outlook
- Budget Review

FROM THE ON-SITE OFFICE

Dryer Vent Cleaning

In an effort to properly maintain your clothes dryer, there are several important things to make sure that the clothes dryer performs as designed and does not become a fire hazard.

- Clean the lint filter before and after each cycle. Do not forget to clean the back of the dryer where lint can build up. In addition, clean the lint filter with a nylon brush at least every 6 months or more frequently if it becomes clogged.
- The interior of the dryer and venting system should be serviced and cleaned periodically by qualified service personnel, especially if it is taking longer than normal for clothes to dry.
- Make sure the correct electrical plug and outlet are used and that the dryer is connected properly.
- Keep the area around the clothes dryer free of items that can burn.
- Do NOT operate a clothes dryer without a lint filter or with a lint filter that is loose, damaged, or clogged.
- Do not dry anything containing foam, rubber, or plastic (i.e. bathroom rugs).
- Do not dry any item for which manufacturers' instructions state "dry away from heat."
- Do not dry glass fiber materials (unless manufacturer's instructions allow).
- Do not dry materials that have come into contact with anything flammable (i.e. alcohol, cooking oils, gasoline, etc.). These should be dried outdoors or in a well-ventilated room, away from heat.
- Do not leave a clothes dryer running if you leave home or when you go to bed.

Water Wise Usage

Water is essential to our everyday lives. And, our supplies are limited. And so please use water wisely. Cutting water use inside and outside is really important. If each of us changed our water-use habits, we could save gallons of water. Here's how you can help:

Indoor – what you can do:

Wash only full loads of laundry and dishes	Saves up to 50 gallons per week
Fix household leaks promptly	Saves up to 20 gallons per day
Spend only 5 minutes in the shower	Saves up to 8 gallons each time
Turn off the water while you brush your teeth	Saves up to 2.5 gallons per minute
Buy water-saving devices like high efficiency toilets and clothes washers. Some of these clothes washers are eligible for rebates!	Saves many gallons each time

Common Area Walkway Cleaning

While the Board is looking at alternatives to reduce the water usage on the common area walkways, we are asking for your cooperation. There are some areas that need added attention because of debris left from contractors not appropriately cleaned up. If you see this, please notify the on-site office immediately so that we can notify the responsible party.

Please do not leave garbage by the front door. There will be a fine imposed. Consider using a double bag when carrying from the unit to the dumpster. There are many areas that are a direct result of garbage spill off and drips. We ask for your cooperation to help maintain the walkways. It would be very difficult for the Maintenance Staff to stay on top of all the buildings and floors. Your help in this area would be appreciated!

If the area outside your front door needs some cleaning up, sweep the walkway with a broom to remove dirt and debris from the surface. Do not sweep over the edge. If you then need to clean anything that may have stained the walkway, take some water in a bucket with vinegar and wipe down the area. If a brush is needed and you don't have one, just ask the office and we will give you one to use. It is important to clean up the spills as soon as you see them.

You can also wash away built-up dirt and grime on your walkway with some dishwashing detergent. Put some of the detergent on the area that needs cleaning before pouring a bit of hot water over it. Scrub the cement with a coarse brush, but not a wire brush to lift dirt stains. Rinse with a bit of water and let dry.

If everyone gives a helping hand until a decision is reached on how to more efficiently clean the decks, it would be greatly appreciated. Thank you.

Candidate Nomination Form

For your convenience, the Candidate Nomination Form is posted on the Surfside III website. Go to surfsideiii.com>information>forms. Upcoming elections are October 10, 2015. Instructions are provided on the form.

Note that both dates on the candidate nomination form were in error. These dates are correct on the posted calendar. The nomination form deadline is Friday, August 14, 2015. Also the annual meeting is on the 10th and not the 11th.

Window Cleaning

The on-site office will be doing window and screen checks. In preparation, please clean up the dust/dirt build-up from your windows, window frames and screen/security doors and check your screens to see if they are in need of any repairs. For your convenience, the on-site office can provide you with names of screen repair vendors. Your cooperation in this matter is greatly appreciated.

Agendas

The Davis-Stirling Act requires associations give notice of board meetings, including an [agenda](#) of the meeting. Posting is allowed, provided it is in a prominent location accessible to all members. In addition, associations must mail a notice to any owner who so requests.

Surfside III posts all agendas on the website (Surfsideiii.com) and on the Clubhouse Bulletin Board.

Railings

The on-site office is compiling a list of homeowners who have railings that need touch up. At the June 13th meeting a number of homeowners voiced their opinion and said that they would like to paint their own railings. The Board of Directors agreed and the railings can be painted by the homeowner at their own cost as long as the following guidelines are used: (1) the Association will not be liable for work done by homeowner; (2) the railings must be properly cleaned prior to painting take place per instructions below; (3) an oil based paint in the correct color by building will be used and the color will be given to the homeowner. Contact the on-site office for details.

Instructions -

- 1) sand down to metal railing areas that show rust
- 2) within 1/2 hour of bare metal exposure, apply Rust Preventative Metal Primer (Red or White Oxide) [Dunn Edwards] If bare metal is allowed for a longer period, it will need to be sanded down again to remove the rust.
- 3) wait 24 hours to dry prior to applying paint
- 4) paint used is Enduragloss Rust Preventative Silicone Alkyd Gloss Enamel (medium base) [Dunn Edwards].
- 5) allow the first coat to dry thoroughly, then apply the second coat of Enamel

Surfside III Website

When you open the Surfside III website and the current information can't be accessed, right click and do a "Refresh". The new changes may not show unless you do so. When you hit refresh it reloads the webpage and any new changes show up. This hasn't been the case for everyone, but only a few homeowners are having the problem. The Surfside III website is: <http://www.surfsideiii.com>

The website has taken on a new look which is more user friendly.

Website Update

In an effort to keep you informed on the Surfside III website updates, we will advise you of any additions in the Newsletter.

New Items On The Website And Location:

- Condo Security Screen Door, Screen Door, Physical Door, Locks Standards and Window Screen Policy Resolution- for 30 day review/ homeowner comment. Location: Information
- 2015-05 Transfer Inspection Resolution for 30 Day Review. Location: Information

Email Address

The Newsletters are routinely emailed to all the homeowners/tenants who provide us with their email address. Currently, they are emailed by Ira Green. The on-site office will soon be taking over this responsibility. In an effort to insure that you continue to receive the Newsletters and other correspondence, you can stop by the on-site office and fill out a form, or you can email us with your contact information, address, email address and let us know if you are a homeowner or tenant. Please click on the link and follow the instructions. <https://www.surveymonkey.com/s/WQHH5XH> (Hold the Control Button and click left mouse button). For convenience purposes, if you have any additional changes in the future, you can make those changes by clicking on the Email form which is on the Menu Bar of the Newsletter. It will directly take you to the form to update and forward to the on-site office.

Wi-fi

After much research, one of our homeowners found a solution that fixed the weak w-fi signal problem in their condo. Many of you have come to the office expressing your problem with not being able to gain access.

Rather than explaining all the details in the Newsletter, there is a copy on the Clubhouse Bulletin Board with some suggestions on how to make it work. The cost is minimal to the homeowner. It would cost you approximately \$80.

Note: Surfside III is not endorsing, supporting or suggesting this access to our network, we are reporting the findings of an owner.

Netgear Powerline 500 WiFi Access Point:

http://www.amazon.com/NETGEAR-Powerline-N300-Starter-XWNB5201/dp/B009WG6K66/ref=sr_1_1?ie=UTF8&qid=1426706098&sr=8-1&keywords=netgear+powerline+500+wifi

Lost and Found

If you lost your cell phone, keys or any other items on the property, please check with the on-site office. Some items are either found in the Clubhouse or on the Property and returned to the office.

Smoking/BBQ

Because of Daylight Saving Time and the warmer weather, residents are spending more time outdoors on their balconies and patios. As a reminder, Open-flame BBQ's/smokers are prohibited on patios and balconies for health and safety reasons. Only gas/propane BBQ's are allowed. A complaint filed will result in a warning. If two or more complaints (can be from the same person) have been filed with the on-site office, a \$50 fine for each violation will be charged.

Smoking on patios and balconies is prohibited. Note: Courts have held that Associations can pass rules against smoking on balconies because they have good reason to regulate smoking – it is a health hazard, a fire risk, and a nuisance. Restricting smoking is NOT a violation of a person's civil or constitutional rights.

Architectural Application

If you plan on making any changes/renovations/repairs to your condo unit/townhome, please contact the on-site office in advance. There have been several changes without notification to the on-site office which required the homeowner to tear up the hardwood/laminate flooring only to re-lay it with the appropriate underlayment. Some work requires permits from the City of Port Hueneme and we can advise you. Windows/Doors always require an Architectural Application. Always contact the on-site office in advance of any change. Thank You!

Off-Site Homeowners

In an effort for the Association to control damage that may occur in units in which the homeowner uses as a vacation home, we would like to recommend that you advise the on-site office when you aren't using it for a one month period or longer. We would like to recommend that you take a look at the moisture alarms now available on the market. They are reasonably priced. In the case of any water damage, it could save either the Association or a homeowner the cost of repairs. Currently, we estimate that the vacation homes are at 18% which is considerably high.

Also, check those **smoke detectors** if you plan on not visiting soon. We have calls from nearby neighbors who hear the smoke alarms but can't identify the unit. Sometimes it takes weeks before we can narrow it down and the on-site office makes calls to homeowners requesting an inspection of the unit to identify the problem.

Lordon Management – On-line Access

Have you signed up for access to view your account for Surfside online? If not, take a few minutes today to sign up at www.lordonmanagement.com. Go to the right side where it shows owner portal and click in to register for the first time. You will be required to contact Lordon for a one time registration code for security purposes. From this site you can view your accounting history, view your bill online and elect to receive mailing from Lordon such as newsletters or informational packages via email notice online. In addition, you can also sign up to pay online (Union Bank processing online payments) and very soon you can do credit card payments also online. The site will continue to be updated with new features for our community members.

COMMITTEE BRIEFS

For more information visit: <http://www.surfsideiii.com/docs/committee/committee.htm>

Please contact the chair to volunteer.

Neighborhood Watch Committee: Chair: Val Lameka – 805.986.2855 v.lameka@yahoo.com

The next Neighborhood Watch Committee will be Thursday, August 6th. Call me at 805-986-2855 if you have any input or concerns. Meanwhile, keep up the excellent work of calling the police if you see something "out of place", that makes you uncomfortable, or is just plain suspicious! 805-986-2430

Beautification Committee: Chair: Lynne Haile -- 760.912.9149 lynnehaile1@gmail.com -- Lynn Santamaria, lscif95@aol.com

Rules and Regulations Committee: Chair: Ellis Faraci -- 805.415.6794 ellislfaraci@gamil.com -- Susan Bradley Pat Dileski – surfside3rulesandregs@aol.com

The Committee has submitted a revised R&R's along with a high level summary of material changes to the Board. The Board will review our recommendations, provide us feedback for revisions as needed. R&R's require a 30 day public comment period before approval.

We have put countless hours into carefully considering each and every change made. I have to take a moment to thank Pat and Susan for their dedication and the many Saturday mornings at the clubhouse. Their input was invaluable. We came to the table with very different perspectives, opinions and feelings about the rules that we must all live by and I truly appreciated the opportunity to talk through our differences and desires on the content of every line.



Elevator Response Committee: Chair: Ellis Faraci – 805.415.6794; ellislfaraci@gamil.com -- Scott Serbin – scottserbin@aol.com Susan Bradley – beachgirlsusan@aol.com Conny Ortiz – connyortiz45@gmail.com

The Board has chartered a new committee which will assist the association in reducing elevator company call-outs for responding to reports of non-functional elevators. Committee members have been trained to

evaluate whether an elevator is functioning properly and to reset the switch when on-site staff are not available to respond. This process will be largely invisible to the residents. If you suspect an elevator is not functioning as it should, you will report as usual to the on-site office or to Lordon if the office is closed. Thank you to those who agreed to volunteer for this committee. Our goal is to eliminate charges of several thousand dollars each time the elevator company has to come out on a weekend or holiday

Enhancement Committee: Chair Lynn Santamaria – 805.271.0601; lscif95@aol.com

At the May 16th Board Meeting, the Charter and Policy and Procedures of the Enhancement Committee were approved. The purpose of the Committee is to target areas within the SS III complex to enhance their appearance and improve their functionality to create a pleasing environment. The Committee invites all residents/owners to participate in planned enhancement events. Examples of Enhancement Projects may include picking up debris, resetting lawn bricks in the earth, painting benches, scratched car port poles, wood barricades, fences, red curbing, yellow safety lines, blue handicap structure lines, and clubhouse tables and desk and other tasks.

If you are interested in joining this Committee or would like more information, please contact the Committee Chair, Lynn Santamaria, at lscif95@aol.com.

CONTACT INFORMATION

MAINTENANCE/RESIDENT SUPPORT (PHONE NUMBERS AND E-MAILS BELOW):

Contact Lordon Management, Jennifer Critchfield; for e-mails always copy Donalea Bauer

Include your phone number(s) and/or e-mail for response before end of next business day. If you get her voice mail, but would like to speak with her directly, hit zero and talk to the operator.

If more urgent, call Donalea Bauer.

Surfside III On-site Property Manager's Office: 600 Sunfish Way, Port Hueneme, CA 93041

Phone: 805-488-8484

OFFICE OPEN:

Tuesday thru Friday – 8:30-5:00pm

THERE WILL BE NO ON-SITE TELEPHONE SERVICE WHEN THE OFFICE IS CLOSED.

Please note that calls regarding maintenance or billing should be directed to Lordon Management.

Surfside III Direct Contact:

Surfside III COA

600 Sunfish Way

Port Hueneme, CA 93041

<http://www.surfsideiii.com>

manager@surfsideiii.com

Phone: 805-488-8484

Carol Short, On-site Property Manager

Gabby Vignone, Asst. Property Manager

Donalea Bauer, Vice President, community manager

Email: donalea@lordonmanagement.com

Phone: 800-729-5673 x 3342

Jennifer M. Critchfield, assistant community manager

Email: jcritchfield@lordonmanagement.com

Phone: 800-729-5673 x 3380

Our Board:

Ira Green - President ira.green@surfsideiii.com

Bill Betts - Vice -President bill.betts@surfsideiii.com

Alexander Urnersbach – Treasurer

alex.urmersbach@surfsideiii.com

Michael Madrigal - Secretary michael.madrigal@surfsideiii.com

Andy Santamaria – Director andres.santamaria@surfsideiii.com

Management Company:

Lordon Property Management

1275 Center Court Drive

Covina, CA 91724

Phone: 800-729-5673

For after-hours emergencies -

818-707-0200 or 626-967-7921

Option 9, listen fully to msg

LORDON MANAGEMENT: OTHER DEPARTMENT EXTENSIONS

All escrow matters: Stefani Cordero, ext. 3339; escrow@lordonmanagement.com

All insurance and collections: April Webster, ext. 3337; april@lordonmanagement.com

Your account, billing address, etc: Liz Lopez, ext. 3319; llopez@lordonmanagement.com