



SURFSIDE III NEWSLETTER



September 2006

Message From the President and Board of Directors

Here are some updates on issues important to all of us.

Special Assessment

Since the special assessment was passed in June the Board has advertised for and received three qualified responses from engineering firms that will develop specifications for contractor bids and will oversee the construction work. The Board will interview them and select one by the end of August. At the September meeting we should be able to identify a timeline when construction would start.

Clubhouse

The Board will dismiss the current contract cleaning service and will go back to using an Association employee to maintain and monitor the clubhouse. An ad was placed and the Board will conduct interviews Wednesday August 16.

Running Water

The almost continual stream of water running down from the car wash area to the front gate could be coming from the pool deck drains. The concrete deck around the pool has several drains. These drains should go to a collection point and be pumped back to the filtration system, be cleaned and put back in the pool. We are investigating.

Board Meeting on Saturdays

The Board has been requested to have meetings on Saturdays. We will have occasional information meetings on Saturdays as we have done for the special assessment process. We will not hold open meetings on Saturdays. It takes four hours of preparation for every hour the Board spends in a meeting. The Board now meets weekly to handle the avalanche of issues. Board members "steal time" from their employer during the business day to handle association issues. Regular weekend meetings would require Board members to take time from family, friends and relaxation activities in addition to what they already give up.

CC&R Update

Our CC&Rs are in need of an update. Our attorney has suggested that we replace our CC&Rs with new ones. The attorney will provide a sample of new CC&Rs from another association. Our CC&R committee will review that sample and additional items.

Maintenance and Repairs

Building Wash Schedule

The building walkways and stairs should be washed down based on the following schedule for September.

September 5 - Buildings 3 & 4
September 12 - Buildings 5 & 6
September 19 - Buildings 7 & 8
September 26 - Buildings 1 & 2

Building #1 Elevator Restoration. Elevator has been fixed. Cost \$1,800.

The Special Assessment funding includes funds for elevator renovations. The Board has received three bids and will make a final decision on August 16. The bids are around \$49,000. The renovation of each elevator will include the replacement of all electrical and hydraulic components. The elevator cars will not be replaced, but the interiors will be renovated after the drain line and water line construction work is completed.

Gutter Repairs and Cleaning

The Board has approved gutter cleaning and repairs to commence in October. Missing gutter and downspout sections will be replaced on all condominium and townhouse buildings. Cost is \$6,900 for all buildings.

Flag Pole Repairs

The lanyard bracket on the flagpole has broken. To fix it requires replacing the bracket at the top of the pole. The Board reviewed bids and selected a contractor to make the repairs. A light will be installed that will illuminate flagpole at night. Cost is approximately \$1,000.

Maintenance Personnel

We are going to be hiring one full-time maintenance person to replace one who resigned. We will be hiring a clubhouse attendant to replace the contract service.

Pavilion Area Lighting Repair

The lighting in the park on Lighthouse is in need of repairs. The Board approved a contractor to make the repairs to the conduit and fixtures. Cost is around \$500.

Dogs and Cigarettes in Elevators

Dogs are only allowed in the elevators if they are accompanying handicapped people. Also, do not smoke in the elevators. Smoke detectors are being installed. If you set off the alarm you will be assessed the costs of response and/or repair.

Annual Meeting

There will be significant changes for the annual meeting this year. First is that proxies are no longer allowed per CA Civil Code change effective July 1. All voting will be by secret ballot that will be mailed in and counted at the annual meeting. This is similar to the way we voted on the special assessment. In order to accomplish this we have to set out new election rules. They are being drafted by an experienced association attorney for a flat fee of \$400. These rules will be added to our rules and regulations and used each year.

The annual meeting is set in the CC&Rs as the first Tuesday in October. According to CA Civil Code the association must hold the meeting within 60 days. We will set the date when we have the election rules drafted. It will be a Saturday in either late October or early November.

Security Guard Service

Doucette has been replaced with Gold Coast. Their contract provides for them to close the clubhouse at 11 PM and

do three patrols per day between 11 PM and 5 AM.

State Farm Insurance

Our State Farm agent has been working with us to renew our policy. The many claims made have put a heavy burden on the insurer. Our policy has been renewed until August 15, 2007. The certificate of insurance has been posted on the website under [governing documents](#).

Committee Briefs

For more committee information visit <http://www.surfsideiii.com/docs/committee/committee.htm>
Please contact the committee chair to volunteer

Architectural Committee Chair: Linda Kaplan, 818-887-6565, sidekap@aol.com

No report this month

Budget Committee Chair: Wayne Matayoshi, wayne.j.matayoshi@boeing.com and wjm3206@verizon.net

A budget committee meeting was conducted on 8/12/06 from 10-12 in the clubhouse.

Present: Wayne Matayoshi (Chairperson), Ira Rubinson; not present: Kellie Egan, Marvel Ross.

Operational Budget Expenditures and Issues:

Since July reports were not received, a further review of June expenditures identified the following items to be discussed with Lordon Management for further clarification:

Insurance costs breakdown (policy breakdown)

- Will request copy of previous and new policy to identify cost differences and impacts for future planning

- Will request information about number of claims reported for 2006 for historical data cost comparison against future re-piping/epoxy lining efforts

Lock & key expenses were reviewed with Lordon Mgmt on 7/31/06

- Costs are based on gate repairs

- Costs are not based on unit lockouts which are charged to owners

- Data will be incorporated into 2007 budget plan

Plumbing repairs

- Still working with Lordon Mgmt to get billing invoices (Service Master and West Coast) for review

- Plan to have status report before next HOA meeting (9/13/06)

- Will request Lordon/Hector to define repair contracting process to evaluate actual work and time vs. billing

General operating costs: meeting with Lordon on 7/31/06

- Separate line items for legal fees/settlements and plumbing will be furnished on future monthly reports.

- Will request (via Jennifer and Hector) list of displaced owners/units to coordinate cost issues (maintenance and legal) with maintenance committee and Board

- Ira Rubinson will be the point of contact for picking up monthly reports and data based on workplace proximity to Lordon

Clubhouse contracting:

- Will coordinate with Clubhouse committee about new contractor service contract to ensure terms and delta costs are minimal with increased quality/value.

- Will incorporate new costs into 2007 operating budget

CC&Rs Rewrite

- Will coordinate with CC&R committee to understand legal costs (estimates) to incorporate into 2007 budget

- Will review cost estimates with Board and CC&R committee

Elevator Maintenance

- Will discuss replacement/contracting of new elevators based on special assessment allotment

- Will coordinate with Board and Maintenance committee in order to avoid additional short term costs

Security

Will discuss with Lordon of any cost changes based on 11 PM-5AM patrols on HOA property vs. existing service contract.

Will incorporate new data into 2007 budget plan

Reserve Study and Funding:

Have initiated discussions with Lordon on establishing timetable for conducting the 2007 Reserve Study. Lordon is working to get estimates from contractors to perform the study. Tentative timetable is as follows:

Aug 2006: Identify contractors and receive bids

Sep 2006: Conduct Reserve Study with inputs from committees

Oct 2006: Publish findings

Nov 2006: Budget committee provides recommendation to Board for 2007 budget

Committee and Lordon are having monthly meetings at Lordon to understand existing Reserve amount. Additional coordination with Board will be performed to resolve/clarify these discrepancies by September.

Special Assessment:

Have received initial report from Lordon that approximately \$200K has been received for special assessment (\$20K/unit). Will have a more detailed breakdown prior to September HOA meeting.

Coordinating with Joe Dehorty (HOA Director) to review project manager qualifications and costs prior to hiring.

Will also be involved with contracting process (bids, contracts) for plumbing work.

Next committee meeting will be on Saturday 9/9/06 from 10-12 in the clubhouse.

Clubhouse Committee Chair: Katy Greenstreet, 805-488-5464

No report this month

Communications/Newsletter Committee Chair: Linda Kodman 805-488-2332H, Linda@kodman.com

Newsletter - The Communications Committee welcomes Dan Kessner to the role of newsletter publisher. Please forward suggestions for content, questions, or comments to him at dkessner@csun.edu or 818-709-8534.

Complex Walk-Throughs - There have been several requests from owners for enforcement updates on rule violations. The summer months become a particular problem in many areas - charcoal barbecues, things hung over the railings, late night noise, surfboards and boogie boards left outside, skateboarding, etc. Some areas of our complex have earned the nickname by realtors of "Little Tijuana." This pulls down our property values making it difficult to sell as well as get equity line increases. Lordon, with the help of some committed volunteers has begun regular "walk-throughs," noting violations and beginning procedures to hold violators accountable according to current procedures. The most obvious and/or hazardous issues are being addressed first. If you observe violations or overt criminal acts, please report them to Lordon immediately with as much detail as you can. **LANDLORDS:** Please follow procedure for orientation of every tenant and maintain professional control over your unit. Remind them annually of rules and share the newsletter with them for updates. If you are in doubt as to current procedures, contact Lordon immediately. Units that are not properly overseen by landlords, and the resulting out of control tenants, are creating unfair prejudice against those courteous neighbors who have a well-functioning landlord-tenant relationship.

Status Request of Delinquent Fines and Assessments - A few owners previously requested that the Board present a report of fines imposed (by infraction), any delinquencies in payments, and actions taken to collect this money. Because we had not yet seen this disclosure, we reminded the Board, who has asked Lordon to provide that accounting to the membership. Our committee will continue to monitor this. Perhaps these could be presented regularly through the Budget Committee.

CC&Rs and Rules & Regulations Updates - The Association's attorney suggested a CC&Rs template for the Board's consideration. This may be a much more efficient and effective method than "tweaking" the current 30-year-old version. For a description of CC&R change procedures, refer to your current CC&Rs. The Rules & Regulations are meant to clarify and expand the CC&Rs and will be subsequently updated also. If you have

comments or recommendations for CC&R or Rules changes, please forward to London, who will forward them to the appropriate party for consideration.

Clubhouse Bulletin Board - We still seek a volunteer who will monitor and update the clubhouse bulletin board. This is a great way for an internet-connected resident to help out those who are not. Such access is available free at most local libraries and a free wireless connection is available in the Surfside III clubhouse for someone with a laptop. Contact Linda Kodman at Linda@kodman.com to volunteer.

Environmental Concerns Committee Chair: Michelle Hoffman, 805-488-6059, stitchnbike@adelphia.net

No report this month

Landscape Committee Chair: Terry Smith, 805-648-5433 between 11AM-8PM, smithanterry@yahoo.com

We met with Dean from Newbury Park Tree Service and discussed tree trimming needs and concerns. We specifically pointed out problem areas that homeowners have made us aware of. He will be getting back to us with a program and a bid. Also, Barry Horwitz with SeaBreeze Landscape will be trimming and maintaining three coral trees at no cost. Thanks Barry.

PLEASE DO NOT ask the gardeners to do things around other homeowners' units. We just got a homeowner's request processed and approved by the Board for some bushes around her unit not to be trimmed when another resident asked the gardener to trim them. Please contact us for special requests.

Thanks to those who cleaned up their patios during July. If you didn't participate in our Clean-Up Patio Month don't get mad at our Patio Committee if you get a fine from the management company. Instead, please be a good neighbor and clean up your patios.

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Maintenance Committee Chair: Louis Zeller, 626/812-0407

No report this month

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Neighborhood Watch Committee (Anonymous for safety reasons) neighborhoodwatch@surfsideiii.com

No report this month

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Inactive Committees (Contact ira.green@surfsideiii.com to Volunteer)

- **Risk Management Committee:** Seeking chair and members to identify, analyze, and develop recommendations to the Board with regard to ethical, insurance, and potential legal issues. Will NOT be giving legal advice.
- **Recruitment Committee:** Seeking chair and members match owners and residents to volunteer board and committee vacancies as they occur, present those recommendations to the Board, and orient any new volunteers to their positions.
- **Rules Enforcement Committee:** Seeking chair and members to monitor violations that endanger the security, peace, and property values of our community. Confidential reporting of violations and actions taken will hopefully serve as reminders to all of us, thus preventing the need for fines.

Contact Information

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

Contact 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 more urgent, call Donalea Bauer

Surfside III Direct Contact:

Surfside III COA
600 Sunfish Way
Port Hueneme, CA 93041
<http://www.surfsideiii.com>
manager@surfsideiii.com

Management Company:

Lordon Property Management
31416 Agoura Road, Suite 105
Westlake Village, CA 91361

Jennifer M. Critchfield, assistant community manager

Email: jennifercritchfield@lordonmanagement.com
Phone: 800-729-5673 x 3380

Linda Flores, community manager

Email: manager@surfsideiii.com

Donalea Bauer, Vice President

Email: donaleabauer@lordonmanagement.com

Phone: 800-729-5673 x 3342

Our Board:

Bill Betts - President bill.betts@surfsideiii.com

Ira Green - Vice-president ira.green@surfsidediii.com

Inna Giler - Treasurer inna.giler@surfsideiii.com

Karl Twyman - Secretary karl.twyman@surfsideiii.com

Joe Dehorty - Director joe.dehorty@surfsideiii.com

FINAL NOTE: Congratulations to all those who helped in securing permanent "residential/park" status for the parcel of land to the east and north of Surfside III! Thanks to the efforts of many dedicated people, there will be no vehicle processing storage lot!