



SURFSIDE III e-NEWSLETTER

Daniel Kessner – Editor



August 2014

FROM THE BOARD OF DIRECTORS

Proposed Changes to Rules and Regulations

A proposed Water Damage and Mold Policy is included at the end of this issue. This is for a 30-day comment period, which is required by the Davis-Stirling Act, before the Board can adopt it. Please send Ira Green your comments at ira.green@surfsideiii.com. He will be assembling all the input for the Board.

FROM THE ON-SITE OFFICE

Water Conservation

We wish to encourage all residents to do as much as possible to conserve water. Please consider the following suggestions to help:

- Run washing machines and dishwashers only when you have a full load. Nearly 22% of indoor home water use comes from doing laundry. Be sure to match the level to the size of the load.
- Turn off the water in the sink while you are brushing your teeth or shaving.
- Avoid long showers and consider installing a low-flow shower head. A four minute shower uses approximately 20 to 40 gallons of water, but it takes 70 gallons of water to fill a bathtub.
- Repair any dripping sinks, running toilets and any other small water leaks that you notice. Check all faucets to ensure that you have no leaks. A small drip from a worn faucet can waste 20 gallons of water per day. Larger leaks can waste hundreds of gallons.

For more details on how to save water, go to the waterbewise.com website and click on "Water Saving Tips." A lot of small efforts make a big difference and we encourage all residents to conserve.

City of Port Hueneme – Water Usage Reports

The City of Port Hueneme reports any unusual water usage in either a condo building or townhome. Recently, we were notified of a leak in a condo building and notices were sent to the entire building. It is important that you report any leaks to the On-Site Office, who in turn will advise if you need to contact a plumber, or we will stop by to take a look. If you think that you hear water continually flowing from another unit, contact the office and we can request an inspection of neighboring units. The townhomes are easier to remedy!

We recommend that you turn off the water when you are gone for any length of time. Thank you in advance for your cooperation!!

Trash Tips

Residents should keep the following “trash tips” in mind when taking out the trash:

- Recycled items should be placed directly in the recycling bins. Items include plastic containers, empty plastic bags, newspapers, unbroken glass, cardboard boxes and brown paper bags.
- Food, egg cartons, napkins, cups, paper towels, facial tissue, pizza boxes and other common household waste should be placed in the regular trash bin.
- Hazardous waste should never be placed in the trash bins. Hazardous waste includes fluorescent tubes, pesticides, empty propane tanks, paint, motor oil, car batteries and other large batteries. You can contact the On-Site Office for drop-off locations for these items.

Architectural Reminder

Before making any changes to your condo or townhome, please contact the On-Site Office to determine if you need to submit an Architectural Application. The forms are available on the Surfside III website at: surfsideiii.com.

Clubhouse Hours

Following the Labor Day weekend, the Clubhouse hours will be Monday - Tuesday, 6 am – 5 pm and Wednesday thru Friday, 6 am – 9 pm.

Prevention of Water and Sewer Incidents

Please see the proposed Water Damage and Mold Policy at the end of this issue.

By making an effort to maintain your unit/townhome, a very costly and damaging incident may be avoided. Thank you for your efforts in this matter.

We highly recommend that if you rent your unit, please make a visit to be reassured that all steps are taken to avoid water damage.

Lordon Management – Online 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.

Homeowners' Insurance (correction)

The Association encourages all owners to purchase an individual insurance policy to help cover losses for which you may be responsible. The summary will provide information which will be helpful in making a decision on what coverage you may wish to consider. The information is intended to be a summary – full details may be found in an actual policy. Feel free to contact State Farm, the Association's carrier, for more details, or a carrier of your choice.

INDIVIDUAL UNIT OWNERS: Individual unit owners should purchase their own policy to cover losses to their personal property, for the loss of use of their home, personal liability and for Loss Assessments by the Board of Directors (which may include the master policy deductible which is currently \$10,000

per occurrence). This policy should also cover property which is your insurance responsibility under the governing rules of your Homeowners Association.

The Homeowners Association governing docs (CC&Rs) outline the items that are the unit owners' insurance responsibility. Therefore, it is essential that you review these governing docs (CC&Rs) to determine your building property insurance responsibility and select limits that will adequately protect you.

Tenants and absentee owners (landlords) may also purchase coverage (called Renters Insurance or Rental Condo Unit owners Insurance). You may choose to purchase this insurance through State Farm or your own insurance broker.

ASSOCIATION INSURANCE: The association master policy deductible is currently \$10,000 per occurrence. Examples of items covered under the Master Policy include the buildings, cabinets, fixtures and items permanently attached to the building. The Association's property held in common, such as walks, walls, fences and entry gates, are included in the total building coverage. The Association's common area liability is also a coverage under the policy. Individual unit owners are protected in the event of a common area liability loss. In addition to the risk of liability for which the association itself may be exposed, Directors and Officers are also covered under the D&O portion of this policy. An example of items not covered would include leakage and seepage which results in a loss.

CLAIMS MANAGEMENT: Your association Board of Directors/Authorized Property Manager reports/pursues any claims relating to the master policy and may notify the Agent's office. Your Property Manager should be notified immediately if you feel there is a claim under the Master Policy.

Request for exclusive use from owner of 968 Lighthouse Way for homeowner comment and to be addressed at the September 20, 2014 open board meeting

Feedback from the community is solicited as to whether or not the Board should grant a request for the owner of a townhome to make finish the attic space over his unit, 968 Lighthouse Way. Previous boards had approved this practice and standards were developed with the City requiring 5/8 % wall board (firewall) to be placed between any adjoining walls and ceiling.

The law changed in 2006 and this board was unaware of the previous approvals. The current board has no townhome representation. Four of my five neighbors, that I have conversations with, have completed attic finishing. The current law Civil Code 4600 states that the board may grant "exclusive use to the common area" if it qualifies under section E which states: "to transfer the burden of management and maintenance of any common area that is generally inaccessible and not of general use to the membership at large if the association."

I would like the city inspector to inspect work I have done and complete the process of finishing the attic. The city requires HOA approval before they can inspect. I do not need "exclusive use" The board feels it needs to grant this before I can get their approval.

The attic was sealed up and no maintenance could be performed. Previous termite work had left a wall uninsulated and electrical cords and an outlet lying around. In addition insulation was only 3 1/2" thick on the ceiling to my home below and the attic becomes a heat sink.

Because of my unsealing the attic new termite damage was able to be discovered.

New code requires all townhomes to have finished attics in order to provide security and prevent the spread of fires. There is a building on Gonzales, between Ventura and Oxnard that shows how fire can spread in an open shared attic space. In addition I gave the board a news item of a woman who was killed by an intruder from another townhome.

This issue has been before the board since October 23, 2013 when I informed the Board that a contractor had not received permits he had promised to obtain.

COMMITTEE BRIEFS

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

Neighborhood Watch Committee: Val Lameka; 805-986-2855; v.lameka@yahoo.com

K-9 officer Roque Perez attended our Neighborhood Watch meeting, along with our volunteer Dolores Dyer. He gave us an update on the implementation of the city's "no overnight camping" ordinance. Campers have been warned several times, and now arrests of violators are being made. Meanwhile, so far the police have been unable to catch those doing suspected drug activity inside the complex and outside the gate on Industrial. Please call [805-986-6530](tel:805-986-6530) when you see it, but do not draw attention to yourself. Persistence will eventually pay off.

Our next Neighborhood Watch meeting will be on Thursday, September 4, at 7 pm in the Clubhouse.

All are welcome, Valerie Lameka

Beautification Committee: Lynne Haile; lynnehaile1@gmail.com

Beautification Committee News:

The recently planted succulent plants are thriving. Some are growing quite fast. Thanks to the residents who participated on Planting Day. As time goes on, more drought tolerant plants will be installed and the process of replacing some areas of lawn throughout the complex will begin. This effort will reduce the amount of irrigation needed.

Those residents who are interested in adopting an area for beautification planting with drought-tolerant plants, including succulents, please contact Lynne Haile at the above e-ddress. Once the planting plan has been approved by the Board, planting can proceed.

FROM THE EDITOR

Please send all newsletter submissions to me at dkessner@csun.edu. Please avoid any special formatting and use Arial 10-point font if you have it. The deadline is the 20th of each month for the following month's issue. Owners and renters should be aware that the Newsletter is always available on the website: www.surfsideiii.com. This includes back issues.

The **Owners' Corner** is a forum for all of you to voice your opinions on anything that might be of interest to everyone else. Please feel free to take advantage of this.

The City of Port Hueneme has a free electronic newsletter with information on various city-related matters and events. To sign up to receive it, visit the city website: <http://www.ci.port-hueneme.ca.us>, then in the column at the far left, click on "Sign Up for E-News."

OWNERS' CORNER

The Owners' Corner is a place in the newsletter for owners to voice their observations and suggestions about the association operations or make announcements about any Surfside III social event or activity. While the newsletter Editor and the Board do review these submissions, the opinions and content only represent the author and not the association. We will refuse and return to the author for re-writing any material that is not factual or is in bad taste or denigrates any individual. We are not perfect and apologize in advance if you find the content of anything in this section offensive.

The Surfside III Condominium Association ("association") is not responsible for the content and accuracy of any information provided by owners or third parties. The association and its Board of Directors will not accept any liability for any direct, indirect, incidental, special or consequential damages that result from or are related to material submitted by the owners or other third parties. By submitting any material for publication in this newsletter, all individuals agree to indemnify, defend and hold the association, its officers, directors, members, representatives, managers and agents harmless to the fullest extent permitted by California Law, from any and all claims, actions, and/or lawsuits, arising out of or related in any way to their material published in this newsletter

How Much Water does SS III use in Two Months

SS III has 309 dwelling units of which 258 are condos in eight buildings and 51 are townhomes. Each condo building and each townhome has a water meter; and there are three irrigation meters and one meter for the clubhouse, pool, car wash.

The water use is measured in units of HCF (hundred cubic feet) and one HCF equals 748 gallons. The City of Port Hueneme sends utility bills to SS III, which include water use fees, sewer fees, irrigation fees, trash and recycle bin pickup fees, and utility users tax fee.

From 4/10/14 through 6/11/14, SS III used 4,553 HCF of water. Of this amount, condos used 1,867 HCF; townhomes used 619 HCF; irrigation used 2,050 HCF; the clubhouse, pool, car wash used 17 HCF.

At the July SS III Board Meeting, a presentation was made on the advantages of using a component of Utility Billing in the monthly HOA bills. Utility Billing would provide a means to charge dwelling units for their water use. For example, if Building 8 water use was 9.2 HCF per unit (Building 8 water reading divided by 33 units) and Building 5 water use was 5.6 HCF per unit (Building 5 water reading divided by 33 units), then it would be appropriate for Building 8 units to pay more for water use than Building 5 units. The same procedure would be used for the townhomes. Water fees at each townhome would be based on the water used at each townhome.

Irrigation, clubhouse, pool and car wash fees would be paid by all 309 dwelling unit owners.

Condo Building 1 had an average water use of 6.8 HCF; Building 2 had 8.4 HCF; Building 3 had 7.0 HCF; Building 4 had 7.3 HCF; Building 5 had 5.6 HCF; Building 6 had 5.9 HCF; Building 7 had 7.9 HCF; and Building 8 had 9.2 HCF.

Townhomes with 10 HCF or less were 29; from 11 HCF to 20 HCF were 16; from 21 HCF to 26 HCF were 5; and there was one townhome with 87 HCF.

Currently, one HCF is billed at \$3.80 for the townhomes and the condos. The fee for one HCF for irrigation, clubhouse, pool and car wash use is \$4.48.

The Board is looking into the procedure of using a Utility Billing component. This type of billing is quite common in other HOAs. Using a Utility Billing component, units would be billed for the water used.

For further information or comments, residents can contact me, Andy Santamaria, at a67s@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:

Mondays & Fridays – 8 am-12 noon

Wednesdays – 1-5 pm

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

Management Company:

Lordon Property Management
1275 Center Court Drive
Covina, CA 91724
Phone: 800-729-5673
For after-hours emergencies, dial 5 or
626-771-1075

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:

Bill Betts - President bill.betts@surfsideiii.com
Ira Green - Vice-president ira.green@surfsideiii.com
Alexander Urmersbach - Treasurer alex.urmrsbach@surfsideiii.com
Anthony Truex - Secretary tony.truex@surfsideiii.com
Michael Madrigal - Director michael.madrigal@surfsideiii.com

LORDON MANAGEMENT: OTHER DEPARTMENT EXTENSIONS

All escrow matters: Stefanie Cordero, ext. 3339; escrow@lordonmanagement.com
All insurance and collections: Crista Reed, ext. 3337; creed@lordonmanagement.com
Your account, billing address, etc: Liz Lopez, ext. 3319; llopez@lordonmanagement.com
Liens, legal issues: Donalea Bauer (see above)

**ADDENDUM
Proposed Policy
[Please see the note on Page 1]**

**WATER DAMAGE AND MOLD POLICY
Effective October 2014**

The Association undertakes preventive maintenance to prevent leaks and back ups. In an effort to keep Surfside III COA insurance at a minimum rate, the Board of Directors has established a water damage and mold policy and procedures for unit owners and residents.

Each unit owner is **required** to:

1. Keep units clean and well ventilated, especially bathrooms, kitchens and closets.
2. Check washing machine hoses once a month to make sure they are attached and there is no sign of a water leak at the spigot or in the hose. All hoses should be replaced annually.
3. Use exhaust fans whenever cooking, dishwashing and cleaning.
4. **Garbage disposals are a convenience; they do not grind-up excess food and can be the cause of drainage backups. Do not dispose of peels, pasta, rice, coffee grounds, grease of any kind, egg shells, lettuce, fruit cores, cereal, cheese or any solid food item.**
5. Wipe down walls and floors that become wet immediately, especially near showers and tubs. Never allow water to puddle on the floors in any area.
6. Check and replace missing tile grout in tubs and showers and around sinks on a regular basis.
7. Check and caulk shower doors and sliding doors to make sure they are water tight on a regular basis.

8. **Check, caulk and seal all plumbing fixtures including spigots, faucets and drains in order to insure water does not run behind the wall and down the inside of the wall.**
9. Immediately notify Association Manager of the following issues:
 - a. Leaks in the roof, window or door
 - b. Visible dry rot
 - c. Wall, ceiling or floor water stains
 - d. Plumbing leaks, slow draining or drain back-ups in the shower, tub or sink, water damage, flooding, mold, mildew and odors.
10. Provide a key to the Association Onsite Property Manager to be used for emergency access to your unit. Stringent procedures have been established for entry into any unit when the homeowner and/or resident is not available.
11. If an owner suspects to have mold in the unit, it is homeowner responsibility to have a mold assessment or testing completed by a state certified mold inspector.
12. Homeowners are advised that the Surfside III COA Insurance Policy and the Surfside III COA do not cover damage to personal property within the unit. Each homeowner is advised to carry personal property damage with their personal insurance company. Renters are advised to carry a personal renters' insurance policy to cover damage to personal items in the unit.

NOTE: Should any unit owner or resident not cooperate with items 6, 7, 8, 9, or 10 above then the Association will not bear any responsibility or liability. Since the Association has an obligation to protect all the owners of Surfside III when a water leak occurs, the Association will come in to stop the water leak but does not assume the liability for the source of the water intrusion.

Sewer Backups:

In the event of a sewer backup contact the association office or call the emergency line.

A plumber will be dispatched to your unit to determine the cause of the backup. They will do basic line cleaning to make sure the pipes are clear. The owner is responsible for this expense.

If required, a water damage remediation firm will be dispatched to your unit to dry out wet areas and to open walls if needed to prevent mold from forming. The owner is responsible for this expense.

If required, a sewer line forensic firm will be dispatched to conduct a thorough review of the unit drains and underground sewer lines. This will include videotaping of the lines.

Owners are responsible for these expenses directly to the contractors at time of service delivery.

If the owner of the unit or another owner caused the problems, the Association will not make repairs and bill back the owner.

The Association will be responsible for the cost associated with repairing all affected units under the following circumstances:

An underground sewer line backs up into a first floor unit due to an obvious clog or blockage that cannot be associated with the owner of the unit or the owner an adjacent unit.

An underground sewer line is fractured as identified in the sewer line video.

All other sewer backups are the responsibility of the owner and the owner is to pay for all contractor responses, repairs and damages. Owners with insurance should contact their agent to ensure they are adequately covered. If the problem was caused by another owner, the unit owner is responsible for recovering the costs for response, repairs and damages from the owner.

Water Leaks:

In the event of a water leak contact the association office or call the emergency line.

A plumber will be dispatched to your unit to determine the cause of the leak.

If required, a water damage remediation firm will be dispatched to your unit to dry out wet areas and to open walls if needed to prevent mold from forming.

The association will not pay these expenses. The Association will not make repairs and bill back the owner. Owners are responsible for these expenses directly to the contractors at time of service delivery.

The Association will bear the full responsibility for the cost associated with repairing all affected units under the following circumstances.

A water supply line in the wall, attic or slab leaks.

All other supply line leaks are the responsibility of the owner to pay for all contractor responses, repairs and damages. Owners with insurance should contact their agent to ensure they are adequately covered.

The tables below show the responsible party based on the leak type.

Sewer Backup	Responsible Party
Toilet backup	Owner
Sink backup	Owner
Tub clog backup	Owner
Washing machine drain line backup related to detergent, debris or machine malfunction	Owner
Garbage disposal used for peels, pasta, rice, coffee grounds, grease of any kind, egg shells, lettuce, fruit cores, cereal, cheese, any solid food item and other non-food items.	Owner
An underground sewer line backs up into a first floor unit due to an obvious clog or blockage that cannot be associated with the unit's owner or an adjacent unit owner	Association
An underground sewer line fractures and is identified in the sewer line video.	Association

Water Leak	Responsible Party
Refrigerator supply line leak	Owner
Sink supply line leak	Owner
Dishwasher supply line leak	Owner
Toilet supply line leak	Owner
Lack of caulking in shower/bathroom	Owner
Loose or lack of tile grout in any tiled areas	Owner
Lack of caulking/sealing around plumbing fixtures, faucets, sink drains, garbage disposal units or other areas near water.	Owner
Washing machines malfunction or drain line hose failure.	Owner
Supply line in wall (outside of sheetrock) fails.	Association
Supply line in slab fails.	Association

Vacations:

Every owner must behave responsibly. Each time an owner goes on vacation he must assign a next door neighbor or relative to enter his unit to check that there are no backups or major leaks. Moisture sensor alarms are also recommended.

The tables below show the responsible party based on the leak type.

Sewer Backup	Responsible Party
Toilet backup	Owner
Sink backup	Owner
Tub clog backup	Owner
Washing machine drain line backup related to detergent, debris or machine malfunction	Owner
Garbage disposal used for peels, pasta, rice, coffee grounds, grease of any kind, egg shells, lettuce, fruit cores, cereal, cheese, any solid food item and other non-food items.	Owner
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Refrigerator supply line leak	Owner
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Dishwasher supply line leak	Owner
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Lack of caulking in shower/bathroom	Owner
Loose or lack of tile grout in any tiled areas	Owner
Lack of caulking/sealing around plumbing fixtures, faucets, sink drains, garbage disposal units or other areas near water.	Owner
Washing machines malfunction or drain line hose failure.	Owner
Supply line in wall (outside of sheetrock) fails.	Association
Supply line in slab fails.	Association
Supply line in attic fails.	Association