



Brookshire

Homeowners Association News

March 2018

ANNUAL & BOARD MEETING: Tuesday, April 17, 2018
6:00 pm, Brookshire clubhouse

Anchor Community Management, Inc.
P.O. Box 3237
Camarillo, CA 93011-3237

info@anchorcommunitymgmt.com
billing: Julie@anchorcommunitymgmt.com
anchorcommunitymgmt.com/Brookshire.htm

Phone: 805-388-3848
Fax: 805-388-0856
After Hrs. Emergencies: 805-558-6581



PERCHED ON THE LEDGE

We kindly ask Brookshire residents to remove items on outdoor ledges. We make this request so that someone below is not injured should the item(s) fall, or be blown or knocked off the ledge and possibly harm someone.

LIGHTING PROJECT BACK ON TRACK

The construction manager, Alfie and the Board have struggled to hire a qualified lighting contractor to purchase and install the nearly 500 new lamps needed in Brookshire. One of the contractors that was being considered (but is no longer being considered) did not make it through the vetting process due to suspension of their corporate status with the state!

The new lights are needed because the existing lights that were installed by the original contractor are burning out at alarming rates. The Association uses a local contractor to replace burnt out bulbs, but the new bulbs are burning out after just a few weeks, so now we are changing bulbs in most lights over and over.

To remedy this problem, we will be replacing existing fixtures with LED compliant fixtures. Bulbs should last for years on LED's.

The Board and Alfie are hopeful that the contractor they are now vetting will be the one with whom they finally sign a contract. If so, the signing should happen by the end of February.



LARGE ITEMS LEFT AT DUMPSTER AREAS CREATE PROBLEMS

Management has to arrange for large items to be removed from trash enclosures on the average of 2x a week. Each large item that doesn't make it inside the dumpsters costs at least \$25 to remove. That cost is per item, not per trip. These costs add up very quickly!

Most of the large items that are dumped at the enclosures are recyclable, and therefore are only retrieved by E.J. Harrison on a Thursday. Sometimes, E.J. Harrison does not have room to pick them up on the next

Thursday, so we have to wait another week with the ugly items being maddingly visible. Management hears from unhappy residents about having to look at the items, but management has no authority to change the way E. J. Harrison schedules these pick-ups.

The best solution would be for people to arrange for their own large item pick-ups.



REGULAR BOARD MEETING DAY CHOSEN

At their most recent meeting, the Board chose a permanent day for future Board meetings. Beginning in April, they will meet on the third Tuesday of even numbered months at 6pm in the clubhouse.

The next meeting date will be the Annual Meeting, followed by a Board meeting on Tuesday, April 17, 2018. All Brookshire owners are welcome at these meetings.



REMINDERS IF YOUR DUES ARE PAID BY AUTO DEBIT

For those owners who signed up for auto debit through Mutual of Omaha Bank, those auto debits expire after 3 years maximum. Owners need to periodically check their auto debit amount and make sure it has been updated to reflect the correct dues amount. Otherwise, you will be charged late fees and interest charges.

Mutual of Omaha sends auto debit owners a monthly email, reminding them that an auto debit will soon take place. That is a good time for owners to check the amount and ensure it is correct.

Mutual of Omaha also sends an email reminder when your auto debit is about to expire.

We encourage those on auto debit to read the emails from Mutual of Omaha and take the appropriate action.

NOTICE: The stairs and catwalks are scheduled to be power washed March 5-10.



Brookshire

Homeowners Association News

~ January 2018

NEXT BOARD MEETING: Tuesday, February 6, 2018
6:00 pm, Brookshire clubhouse

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APPROVAL REQUIRED TO CHANGE DOOR LOCKS AND HANDLES



Some people have changed the front door handles and/or locks. Both of these are visible from the common area, and as such, changing them requires prior written approval from the architectural committee.

We are hopeful that owners who have changed these locks and handles are not doing so in order to rent their units out for short terms. The CC&R's of Brookshire forbid this activity.

It's not too late to gain approval if you are one who has changed out the lock and/or handle. Simply submit an architectural form (available on the webpage) and the architectural committee will consider your request. If you don't submit this request and you have changed your locks and/or handle, you risk receiving violations.

CHRISTMAS TREE PICK UP



Brookshire residents will be happy to know that the local trash hauling company will pick up discarded Christmas trees from each trash enclosure area on January 10th. This is a no cost service. Please be sure that if you leave your tree, first remove all the decorations, including tinsel, and the tree stand. You may leave the trees inside the trash enclosure area. It will be appreciated if you **do not** put them inside the bins.

PLEASE PICK UP THE DOGGONE POOP!



Some Brookshire residents may forget to take along plastic bags when walking their dogs. Not a problem! A few years back, we installed doggie pick up bags stands along in several locations for your convenience! All we ask is that you use those provided, or bring your own and use them. Whether you choose to use the pickup bags from the stations or you bring your own, please pick up after your dog(s). No one else in Brookshire wants to have to deal with your dog's waste.

You may also use those stands to dispose of small trash items as there is a litter basket attached. So, instead of throwing trash on the street, why not toss it in one of these stands? Your neighbors will appreciate it!

GYM MAKEOVER NEARLY COMPLETE



Those who use the Brookshire gym will notice that there is a new floor and some new (to us) gym equipment. The last piece of gym equipment will be installed in the next few weeks.

We want Brookshire folks to enjoy the new digs, but please be kind to the room and equipment and treat it as if it were your own.

POOL AND SPA BEING LOCKED & UNLOCKED YEAR ROUND



Beginning January 2, 2018, the Brookshire pool and spa area will be locked up at closing time and unlocked prior to opening time. The pool and spa hours will not change and are posted at the pool.

Pool and spa users may notice that the heat will shut off one half hour prior to closing time. That means, on Friday and Saturday nights, the heat will shut off around 9:30 pm, even though the facilities are actually open until 10:00 pm. Monday through Thursday evenings the heat will turn off at approximately 8:30 pm even those the pool and spa will officially be open until 9:00 pm. The jets in the spa should stay on until closing time.

Turning off the heat shortly before closing was done as a reminder for folks to leave the area by closing time.





Brookshire

Homeowners Association News

~ November 2017

NEXT BOARD MEETING: Tuesday, December 5, 2017
6:00 pm, Brookshire clubhouse

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GYM TO RECEIVE MAKEOVER!



The gym equipment and the gym flooring are 11 years old. Time for a makeover! The Board has approved replacing the gym equipment, with some different types of equipment than was previously in the gym.

The new (to us) equipment will include one commercial elliptical machine, one rower, and one recumbent bike. The existing treadmill will remain.

This equipment will be installed on a new commercial rubber puzzle tile in black with grey speckle color.

Brookshire users of this equipment are reminded that the gym is cleaned frequently by the Brookshire janitorial service. However, some users of the equipment do not wipe off their handprints and sweat. Others leave bottles and crumbs. We encourage all users of the gym to clean up after themselves.



POOL/SPA TO BE LOCKED UP AT NIGHT YEAR ROUND

This summer, the Brookshire Board experimented with hiring of Cornwall Security to lock and unlock the pool area nightly. With some exceptions, the service worked well.

Here is what users of the pool and spa have found during the summer months and may continue to expect year round: the heat in the spa is set to go off ½ hour prior to closing time. Pool and spa hours for Sunday through Thursday are 6:00 am – 9:00 pm. Therefore, expect the spa heat to stop at 8:30pm. Expect the spa jets to shut down right at closing.

On Fridays and Saturdays, you may expect the spa jets and heat to turn off at 9:30pm. This action helps clear out the pool area users so those in neighboring units may get to sleep at a decent time.

LIGHTING UPDATE



New lighting fixtures are coming to Brookshire! The battery backup fixtures in the hallways will be replaced, which should eliminate the need for folks to frequently have to report them not working.

Outdoor wall fixtures (not pole lights, nor landscape

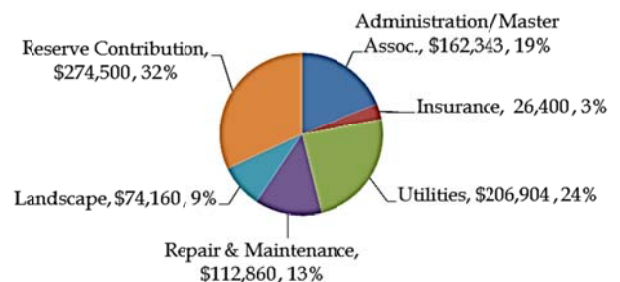
lights) will also be replaced. The new lights have to be ordered, but we expect this project to start in the near future.

2018 BUDGET APPROVED

Brookshire HOA owners should be happy to know that the dues for 2018 are not expected to rise. This is amazing considering water rates have risen for the previous 5 years. In fact, the single largest expense in the Brookshire budget is the cost of water, which is expected to cost \$130,000 by year end.

A copy of the approved budget will be mailed or emailed to all owners prior the end of November.

Where Does The Money Go?



NEW LANDSCAPE COMPANY COMING ABOARD



The current landscape company has been with Brookshire since the beginning. While they did an adequate job for many of those years, they were never a company who was chosen by the Board of Brookshire. They were chosen by the developer and they still maintain several of the other HOA's in Village at the Park.

The current Board has noticed that their attention to detail isn't what it used to be. Many areas of landscaping around Brookshire are in need of much sprucing up. So, the Brookshire Board considered 3 other landscape companies and found Showscapes to be to their liking.

Showscapes is a local (Camarillo) company and currently takes care of many commercial accounts, including HOA's in the area. You will probably recognize their lime green trucks with trailers. We don't have a start date for them yet. Stay tuned.



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September 2017

NEXT BOARD MEETING: Wednesday, October 25, 2017
6:00 pm, Brookshire clubhouse

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IMPORTANT NOTICE RE: BROOKSHIRE HOA MASTER INSURANCE POLICY

To: All Unit Owners

From: Steve Reich Insurance Agency, Inc.

This notice is intended to give all owners a brief summary of the insurance policies carried by the Association.

The master insurance policy deductible is currently \$5,000. In most cases, any owner making a claim for property damage will be responsible for the first \$5,000 in damage. The master policy covers the structure including the permanently attached interior and exterior fixtures, with the exception of the interior **Floor, Wall and Ceiling coverings**. The master policy **does not** cover these items along with personal belongings and liability, additional living expenses or loss of rents.

The Association does not include Earthquake coverage. In the event of an Earthquake, the Association may be forced to special assess all owners for the damage. In order to protect yourself you may purchase Earthquake Loss Assessment coverage in the amount of \$50,000 from the California Earthquake Authority (CEA) for \$438 per year. There are a number of coverage choices available which can be found at www2.earthquakeauthority.com. This must be in conjunction with your personal condominium insurance policy.

We urge every owner to contact their personal insurance agent and be sure they have the proper protection on their individual policies. Please feel free to call our office for a quote or with any questions or concerns. 805 379-5159

A summary of the HOA insurance policy is on the webpage.

STAIRWAY STAINS



If you've ever wondered why some of the stairs and landings look stained all the time, we may have the answer for you.

Dogs. Some people who walk their dogs either let them urinate inside or the dogs accidentally do so and the owners don't bother to clean it up. Not only is this staining the stairs and landings, it is also making the area smell unpleasant. The janitorial service employed by Brookshire isn't hired to clean up after animals. That is the responsibility of the dog owners or walkers. Please

remember that if you don't want to walk through other dogs' waste, neither do others want to walk through your dog's waste. Please clean up after your pooch!

PROPER DECK AND PATIO ETIQUETTE



Brookshire residents are reminded that your deck or patio is not to be used for storage. Potted plants may be placed on decks as long as they have a tray placed underneath them and as long as they do not block any drainage.

Appropriate deck or patio furniture is allowed, but all such furnishings must be equipped with protective leg caps or other devices to prevent damage to the floors. Items such as refrigerators, surfboards, bicycles, laundry, etc., may not be kept on decks or patios.

Please keep your deck and patios storage free!

POSSIBLE PROJECTS IN PLANNING

The Brookshire Board is always actively engaged in improving the property. Whether it is adding lighting along the pathway next to the sports park, sealing the streets, or changing out some lighting to LED's, they are usually busy! Coming soon to Brookshire:

Tree Trimming – TreeScapes in Camarillo chosen. Not scheduled yet.



Gym Equipment – most will be replaced.

Gym floor – to be replaced before or at same time as gym equipment is replaced.

Lighting replacement – A Construction Management Co. has been hired to research and provide options to replace the lights on the interior of the buildings, located along the hallways and at front doors. Those lights have battery back-up packs that are failing and causing the lights to fail. Those battery back-up lights were required when the project was built and were required by the city as an alternative to installing a generator at each building in case the power goes out. For now, when one of those battery back-up lights fails and cannot be lit up again, the vendor will replace them with less expensive lights, though they won't match current lights, until we can find a permanent replacement.





Brookshire

Homeowners Association News

~ July 2017

NEXT BOARD MEETING: Tuesday, August 22, 2017
6:00 pm, Brookshire clubhouse

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POWER WASHING DONE!

By the time you read this, the power washing of the catwalks will have taken place. What a difference that makes! It would be great if residents would help keep it looking good. You can do that by cleaning up anything you or your pet(s) leave behind. If your pet relieves itself on the catwalks or stairs, please clean it up. Your neighbors will appreciate your doing so. Your monthly dues do not cover picking up after pets. If you drop something that causes a spill, please clean it up.

We can't keep the neighborhood looking nice without your help! The next power washing won't take place until November of this year.

PLEASE REGISTER WITH THE HOA!



Brookshire owners are required to register their tenants with the Association through the management office. We also need contact information for homeowners themselves; there are quite a few we have no way to contact other than mail. We're not just being nosy by requiring this info; sometimes there is a real emergency that makes it necessary for us to have to contact the homeowner and tenant.

An example of what that might be is a water leak. If the water heater for your unit starts leaking, once management gets wind of the problem, they will be able to contact your tenant and ask them to shut off the water heater which could save thousands of dollars in damage to your unit or others. This very example has occurred more than once, and as water heaters throughout Brookshire continue to fail, it is more and more likely that most if not all units will eventually be affected.

Management does not share or sell the personal info to anyone, and does not provide it to anyone except as it may pertain to an on-site problem occurring. Most owners would like their tenants to receive this newsletter. The only way they can receive it is if they are registered and an email address is provided.

Go to the Brookshire webpage and obtain the tenant registration form and other helpful information!

Civil Code Section 4041

- a. An owner of a separate interest shall, on an annual basis, provide written notice to the association of all of the following:
 1. The address or addresses to which notices from the association are to be delivered.
 2. An alternate or secondary address to which notices from the association are to be delivered.
 3. The name and address of his or her legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of the owner's extended absence from the separate interest.
 4. Whether the separate interest is owner-occupied, is rented out, if the parcel is developed but vacant, or if the parcel is undeveloped land.
- b. The association shall solicit these annual notices of each owner and, at least 30 days prior to making its own required disclosure under Section 5300, shall enter the data into its books and records.
- c. If an owner fails to provide the notices set forth in paragraphs (1) and (2) of subdivision (a), the property address shall be deemed to be the address to which notices are to be delivered.

(Added by Stats. 2016, Ch. 780, Sec. 1. Effective January 1, 2017.)

ONLINE BILL PAY IS NOT PAPERLESS (BUT DIRECT DEBIT IS!)



Many people don't realize that when you use an online bill pay service to pay your monthly assessments, they mail a paper check that can get delayed or lost in the mail. The bill pay service may show the money withdrawn from your account, but the check isn't processed until it is received by the bank, usually a week or so later. If you enjoy the convenience of this service, make sure the payment is sent at least 7 days in advance and that it is mailed to P.O. Box 29197, Phoenix, AZ 85038-9197.

Another option is to sign up for direct debit from your checking account through Mutual of Omaha. With this service, there is no paper check that can get lost, and you

can set up payments months in advance. The payments do eventually expire, so make sure you track them. There is a link on the webpage for Mutual of Omaha. There is no charge for this service, but make sure you select "Pay by eCheck". (The other selection is for credit card payments, and there is a fee for that). Please note the codes on the webpage that are needed for setting up your account.



PLEASE PARK IN YOUR GARAGE

According to the rules of the Association, all residents must first park their vehicles in their respective garage or assigned parking space before parking in guest parking. Each garage must be used for parking of the number of autos the garage was designed to accommodate. Garages are to be used for parking vehicles only and shall not be converted for storage, living or recreational activities. Limit for parking in guest parking is 48 hours.

We kindly ask that you park in your garage first, and that you keep your garage door closed when you are not present.

IT'S POOL SEASON!

Pool rules can be found on the Brookshire webpage, just in case you have misplaced yours or wish to provide them to your tenants.

This year, Brookshire HOA has contracted with a security company to provide pool lock and unlock services. Security should be by close to closing time and will ask those in the pool or spa to leave so he or she can lock up the area for the night. Security then comes by in the early morning to unlock the pool area.

This year, pool and spa users may notice that the heat will shut off one half hour prior to closing time. That means, on Friday and Saturday nights, the heat will shut off around 9:30pm, even though the facilities are actually open until 10pm. Monday through Thursday evenings the heat will turn off at approximately 8:30 pm even those the pool and spa will officially be open until 9pm. The jets in the spa should stay on until closing time.

Turning off the heat shortly before closing was done as a reminder for folks to leave the area by closing time.

We take this opportunity to remind pool and spa users of a few of the rules:

1. There is NO LIFEGUARD ON DUTY! Anyone using the recreational facilities shall do so at their own risk, responsibility and liability.
2. People under the age of sixteen (16) years are not allowed in the pool area unless accompanied by an adult

person eighteen (18) years of age or older.

3. Diving is not permitted in any part of the pool or spa. Running, pushing or boisterous activity in or around the pool or spa area is also prohibited.
4. Gates are to remain closed and locked at all times. Access keys are provided to every Residential Unit. The lending of keys to non-residents for use of the pool and spa is strictly prohibited.
5. The Association reserves the right to limit, on a reasonable basis, the number of guests using the recreational facilities at any given time. Individuals or groups must not occupy the pool or spa to the effective exclusion of others.
6. Absolutely no pets of any kind are permitted in the pool or spa area.

Your cooperation in adhering to all of the pool and spa rules will be greatly appreciated!



IMPORTANT NOTICE

Re: Brookshire HOA Master Insurance Policy
From: Steve D. Reich Insurance Agency Inc.
To: All Unit Owners

This notice is intended to give all owners a brief summary of the insurance policies carried by the Association. (See insurance disclosure on the webpage: anchorcommunitygmt.com/Brookshire.htm)

The master insurance policy deductible is currently \$5,000. In most cases, any owner making a claim for property damage will be responsible for the first \$5,000 in damage. The master policy covers the structure including the permanently attached interior and exterior fixtures, with the exception of the interior Floor, Wall and Ceiling coverings. The master policy does not cover these items along with personal belongings and liability, additional living expenses or loss of rents.

The Association does not include Earthquake coverage. In the event of an Earthquake, the Association may be forced to special assess all owners for the damage. In order to protect yourself you may purchase Earthquake Loss Assessment coverage in the amount of \$50,000 from the California Earthquake Authority (CEA) for \$438 per year. There are a number of coverage choices available which can be found at www2.earthquakeauthority.com. This must be in conjunction with your personal condominium insurance policy.

We urge every owner to contact their personal insurance agent and be sure they have the proper protection on their individual policies. Please feel free to call our office for a quote or with any questions or concerns.



Brookshire

Homeowners Association News

~ May 2017

NEXT BOARD MEETING: Tuesday, June 20, 2017
6:00 pm, Brookshire clubhouse

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GOOD TO KNOW!

- **Water Heaters** – are the responsibility of the homeowner to repair, maintain and replace. A water heater will typically last 10 -12 years. If your water heater has not been replaced recently, it is most likely an original one, which means it is going on 11 years old.
- We have been made aware of several water heaters that have failed recently which have caused property damage. Owners are encouraged to have these inspected by a qualified contractor and replaced if necessary.
- **Water shut off valves** – should you experience a water leak or water problem in your unit and you need to shut off the water, look in your water heater closet for the shut off valve. It is always a good idea to have that valve checked periodically. If you need to shut off the water in the unit and the valve freezes from non-use, you will have an even bigger problem! Each unit has its own shut off valve and each unit owner is responsible for that valve.
- **Air conditioner overflow** – another item that requires maintenance, and which is the responsibility of each owner is the air conditioner. Normally, the a/c sheds off excess water through an outlet to the exterior, but when that valve becomes clogged or non-functioning, the excess water will be discharged through an overflow valve. This happens so the excess water doesn't back up and flood your unit. In the first floor units, those overflow valve drains into the bathroom sink. In the 2nd and 3rd story units, it is located above the tub and will drain into the tub when activated.

Many times, residents report that the fire sprinklers are leaking, but it is almost never the fire sprinklers, it is usually the air conditioner. Even when the air conditioner is not on, it can leak, especially if it rains. Owners who report a sprinkler leak that actually turns out to be an issue for which the owner is responsible, will be billed the cost of the service call.

Owners are reminded that they are responsible for these (and other) items, and should have regular maintenance performed on them. A complete list of owner vs. association responsibility can be found at the end of the CC&Rs.



PLEASE KEEP FRONT PORCHES 'STUFF' FREE

Please do not leave bags of trash, or clothing to be donated, or anything else on your front porch for retrieval later. Leaving 'stuff' on your front porch gives the area a less than desirable look, and isn't courteous to your neighbors.

LET THERE BE LIGHT!



There is a different lighting contractor handling the many and varied lighting issues at Brookshire! There are so many lights to monitor and repair that it has taken him a little longer than anticipated to get caught up on the lighting issues.

If you would be so kind as to report any lights out that you see, management will be grateful. You can report them anytime on-line at the Brookshire webpage at anchorcommunitymgt.com/Brookshire.htm, where you can fill out and send the common area repair request. When the Anchor staff comes to work the next workday, the form will be there waiting! Please first include the building number and any nearby unit #. **Please always include the stairwell number,**



Brookshire

Homeowners Association News

~ March 2017

NEXT BOARD MEETING: Tuesday, February 28, 2017
6:00 pm, Brookshire clubhouse

Anchor Community Management, Inc.
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NEW BROOKSHIRE WEBPAGE HAS ALL KINDS OF INFO YOU MAY NEED!

Anchor Community Management is building a webpage which is linked to the Anchor website. Anchor will maintain the webpage at no cost to the HOA.



Should you need a particular item, check the webpage. Architectural request forms, owner and tenant registration forms, rules and regulations, Association insurance, minutes and newsletters will all be available on this page when it is fully constructed.

You can even fill out a common area maintenance request anytime, or update your registration online.

You don't even need a password to enter this webpage! If you are selling your home, this webpage will be the perfect place for a real estate agent or potential buyer to check out for information on the community.

Look for this webpage to be fully functional within 30 days: anchorcommunitymgt.com/brookshire.htm.



HELP US HELP YOU

Some of the resident information that Anchor received from the previous management company was out of date. We would appreciate your help by filling out the enclosed resident information form, or by submitting the on-line one you can find on the webpage. Keeping the management company/HOA notified of resident information is also required by your governing documents.

Requiring you to notify us of your contact information and tenant status is not the Association's attempt to be nosy. Rather, it is their need to be able to notify residents in the event of an emergency. Management needs to be able to contact residents to schedule emergency repairs, to alert them to emergency conditions of which they may not be aware, and to include them in the goings on around the buildings. We can't do that unless we have their contact information (and yours)! Please include email addresses. Renters are sent the newsletter by email.

There is also a new state requirement placed on homeowners, as follows:

Civil Code §4041. Member Contact Information.

- a) An owner of a separate interest shall, on an annual basis, provide written notice to the association of all of the following:
 1. The address or addresses to which notices from the association are to be delivered.
 2. An alternate or secondary address to which notices from the association are to be delivered.
 3. The name and address of his or her legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of the owner's extended absence from the separate interest.
 4. Whether the separate interest is owner-occupied, is rented out, if the parcel is developed but vacant, or if the parcel is undeveloped land.
- b) The association shall solicit these annual notices of each owner at least 30 days prior to making its own required disclosure under Section §5300, and shall enter the data into its books and records.
- c) If an owner fails to provide the notices set forth in paragraphs (1) and (2) of subdivision (a), the property address shall be deemed to be the address to which notices are to be delivered.



GO PAPERLESS!

You can help Brookshire save postage and copying costs by signing up for paperless statements and newsletters. Send an email to info@anchorcommunitymgt.com with your name and address or account number. This is a great option for those who pay online and don't need the statement stub to mail with a check.

You can also get large mailings such as the annual budget and financial review via email. Since these mailings are required by state law, a brief form is required to be submitted that can be found on the webpage, go to anchorcommunitymgt.com/Brookshire.htm and hit the green "Go Paperless" button on the right.