



# WESTLAKE HIGHLANDS

## COMMUNITY ASSOCIATION NEWS

≈ OCTOBER 2017 ≈

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

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

carol@anchorcommunitymgt.com  
anchorcommunitymgt.com/westlake.htm

NEXT BOARD MEETING: October 4<sup>th</sup>, 9:30 a.m., 391 Hilltop Way

### PARKING ISSUES



Owners not using their garages for parking are creating an issue for visitors and are breaking the Rules of the Association. The street parking is intended for visitors; garages must have room for two vehicles to park

### RATS

Several owners are experiencing problems with rats in their patios. Please do not leave attractions in your patios such as dog/cat food, bird feeders, gardening mulch, etc. It may attract coyotes as well.



### SAVE MONEY, SAVE TIME

Homeowners can help the HOA save money by choosing to receive the newsletter and other notices via email. If you would like to get the newsletter via email, please send your request to [info@anchorcommunitymgt.com](mailto:info@anchorcommunitymgt.com). Please include renter email addresses as well.

You can also receive large mailing such as the annual budget and financial review via email. This saves even more money because these mailings are 10-20 pages long, and cost a lot in copies and postage. Since these mailings are required by the state, a form must be signed that can be found on the webpage, go to [anchorcommunitymgt.com/westlake.htm](http://anchorcommunitymgt.com/westlake.htm) and hit the "Go Paperless" button.

### MEMBER CONTACT INFORMATION



It is important to keep the HOA current on contact information, in case of emergency or if there are issues regarding your account. You can update your information on the webpage.

Per Civil Code §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 last address provided in writing by the owner or, if none, the property address shall be deemed to be the address to which notices are to be delivered.



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## COMMUNITY ASSOCIATION NEWS

~ JULY 2017 ~

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NEXT BOARD MEETING: October date TBA



### PARKING ISSUES

Owners not using their garages for parking are creating an issue for visitors and are breaking the Rules of the Association. The street parking is intended for visitors; garages must have room for two vehicles to park. Please park in your garage. If you have more than 2 vehicles please apply for a parking permit/hanger for your 3<sup>rd</sup> vehicle in order to leave it on the street. Your cooperation is greatly appreciated. The Parking Rules will be enforced; Board members will be distributing tags to your door for your overnight visitors.

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### RED CURBS

As in any traffic area, a **Red Curb** means No Parking at any time. The curb in front of the mailbox is painted **Red** so residents can get to their mail. Please do not park there or in front of any **Red** curb in the Association and ask your guests not to do so.



### 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.

### RATS

Several owners are experiencing problems with rats in their patios. Please do not leave attractions in your patios such as dog/cat food, bird feeders, gardening mulch, etc. It may attract coyotes as well.

### SAVE MONEY, SAVE TIME



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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.



# WESTLAKE HIGHLANDS

## COMMUNITY ASSOCIATION NEWS

~ MAY 2017 ~

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NEXT BOARD MEETING: TBA

### ANNUAL MEETING

The 2017 Annual Meeting was held April 25<sup>th</sup> at 401 Hilltop Way, 6:00 p.m. The following are the results of the balloting:

Lisa Daley..... 10 votes  
Kira Volpi .....7 votes  
Ralph Kaufer .....3 votes  
  
IRS Ruling: Yes....15 No....1

The incumbent Directors were re-elected for a two-year term.



### COMMUNITY GARAGE SALE

As provided for in the Rules of the Association, an Annual Garage Sale will be held on **Saturday, June 1<sup>st</sup>**. It is a good time to start thinking about cleaning out and letting your junk become someone else's treasure.

### MAINTENANCE OF THE PROPERTY

The sun has badly faded the south facing garage doors and the utility doors. Proposals for painting them are being solicited.

Maintaining property values requires work of the entire community and we appreciate your support and cooperation in keeping your patios planted and clean.



### PARKING ISSUES

Owners not using their garages for parking are creating an issue for visitors. The street parking is intended for visitors; garages must have room for

two vehicles to park. Please park in your garage. If you have more than 2 vehicles please apply for a parking permit/hanger for your 3<sup>rd</sup> vehicle in order to leave it on the street. Your cooperation is greatly appreciated.



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### POOL FURNITURE

The Board approved purchasing furniture for the pool area; it will be a month or so before arrival.



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# WESTLAKE HIGHLANDS

## COMMUNITY ASSOCIATION NEWS

NOVEMBER 2016

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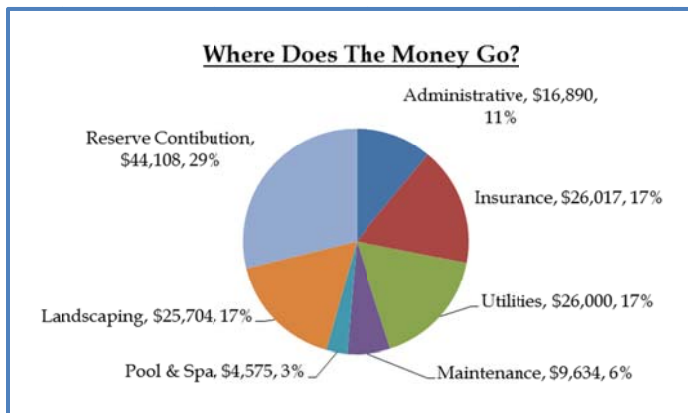
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NEXT BOARD MEETING: TBA

Please complete and return the enclosed Info Form

### 2017 ASSOCIATION BUDGET



The 2017 Budget has been approved by the Board of Directors and you will be receiving a copy of it soon.

There will be NO INCREASE in monthly assessments!



### WINDOW WASHING

Window washing will begin soon; the vendor will wash your windows inside for \$5/each. Call to schedule at 805-312-0626 or email to [mike@trivalleypowerwashing.net](mailto:mike@trivalleypowerwashing.net)



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### MAINTENANCE OF THE PROPERTY

The sun has badly faded the south facing garage doors and the utility doors. Ten of the garage doors will be painted soon along with the utility doors. Other will be painted at a later date. Maintaining property values requires work of the entire community and we appreciate your support and cooperation in keeping your patios planted and clean.



### PEST CONTROL

The Association has contracted with Animal Insect Pest Management to control the rats and other insects in the common area. They will take care of your unit for \$49 while they are on the property for regular service. 805-499-5050

Owners should treat units for bugs between renters.

Helpful Hints: Pet bowls surrounded by shallow water prevents ants from attacking the food.

Ants search for sugars in the Spring & Summer; Protein in the Winter & Fall.



# WESTLAKE HIGHLANDS

## COMMUNITY ASSOCIATION NEWS

SEPTEMBER 2016

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NEXT BOARD MEETING: TBA

### BOARD OF DIRECTORS MEETING ETIQUETTE

The Annual Member Meeting of the Association had to be adjourned because of an unruly resident. Several residents were in attendance to witness the ballot counting and observe the business of the Association and had to be turned away.

Each meeting has time for the Homeowners Forum in which owners can voice their opinion, ask questions, or give thanks to the Board for their volunteer efforts. Time is limited to three minutes per speaker. Speakers must be courteous in addressing the Board and interrupting others is not allowed. Because the meetings are held to conduct Association business, once the Homeowners Forum is closed attendees may not speak.

### RECONVENED ANNUAL MEETING

The Reconvened Meeting was held August 31<sup>st</sup> at 401 Hilltop Way, 9:30 a.m. The following is the results of the balloting:

- Barbara Andrews ..... 6 votes
- Ricky Harris..... 8 votes
- Ralph Kaufer..... 3 votes

Unfortunately, because of the outburst that precipitated the adjournment of the Annual Meeting, Ricky Harris asked that her name be withdrawn.

Therefore, Barbara will be joining the Board of Directors for a two-year term.



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## WESTLAKE HIGHLANDS COMMUNITY ASSOCIATION

c/o Anchor Community Management, Inc.

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[www.anchorcommunitymgt.com/westlake.htm](http://www.anchorcommunitymgt.com/westlake.htm)

December 8, 2016

Dear Westlake Highlands Homeowner,

Enclosed are your payment coupons for 2017. Please reference your account number on your payments for accurate and timely credit to your account. Make your assessment payable to Westlake Highlands. Please send your payments using the enclosed coupons if you are mailing a check. Otherwise please use one of the following options:

**If you pay online using a bill pay service**, please use your account number printed on the enclosed coupons, and have payments sent to: Westlake Highlands CA, c/o Anchor Community Mgt., P.O. Box 29197, Phoenix, AZ 85038- 9197.

*Bill pay services (like your own bank) mail a paper check, so please allow enough time for your payment to be sent through the mail, and that the address is correct.*

**To pay online through Mutual of Omaha for one time or recurring payments**, click the link on the webpage ([anchorcommunitymgt.com/westlake.htm](http://anchorcommunitymgt.com/westlake.htm)), or go directly to [cabpayments.mutualofomahabank.com](http://cabpayments.mutualofomahabank.com). You will need information from your coupons to sign up for Mutual of Omaha - Community Association Bank online payments. If you have questions, you can call Mutual of Omaha Customer Service: 866-800-4656.

Mutual of Omaha online payments are deducted directly from your bank account, so there is no check that can get lost in the mail, and it can be scheduled in advance to avoid late fees and interest. This direct debit service is free of charge. Credit card payments are also available, but there is a fee for this service; see website for details.

If there is a balance on your account that is unpaid after the 15<sup>th</sup>, we will send you a reminder statement via email or regular mail. If you have questions about your account, you can contact our bookkeeper, Julie at 805 388-3848 ext. 2 or [julie@anchorcommunitymgt.com](mailto:julie@anchorcommunitymgt.com).

Sincerely,

*Carol Stephenson, PCAM, MCM*  
Community Manager

805 388-3848, ext. 102

[carol@anchorcommunitymgt.com](mailto:carol@anchorcommunitymgt.com)