



March Open Session Recap

The Board has been busy and hard at work in 2015 for Westlake Villas!

In the most recent Open Session the Board accomplished a great deal of work. The following are just a few things of note the Board reviewed and approved;

- The Board reviewed and accepted the 2014 Fiscal Year End Taxes and Financial Statements provided by CPA Paula Hegner, so that Management could proceed with the distribution of the Financial Statements to the Homeowners.
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- The Board Authorized Bob Browning with Browning Reserve Group to conduct the Associations onsite inspection and reserve study update as required by the Association's CC&Rs.
- The Board approved Management to distribute a revamped Clubhouse Rental Application to the Membership for a 30 day comment period. Keep an eye on your mail, this will be coming soon!
- The Board reviewed estimates and a site plan for additional parking signs throughout Westlake Villas. The Board authorized Board President David Bonk to work with Management on this ongoing project.

If you want to get involved with the Association, please don't hesitate to contact your Community Manager.

Time to Service Your A/C Unit

April and May are excellent months to get your air conditioner ready for the summer. Having the filters cleaned and the motor oiled will reduce the wear and tear on your ventilation system and allows your unit to operate in peak efficiency.

For an additional benefit—especially for those with allergies—you can purchase air cleaning and filtration systems at your local home improvement store. These systems successfully get rid of many particles in the air such as dirt and dust that cause allergies.

Contact your local heating and air conditioning retailer for more information about purchasing filtration systems or servicing your unit.

If you are a renter in Westlake Villas and have concerns regarding the condition of your HVAC Unit, please contact the owner of your unit or the property manager.

*Homeowners are responsible for the maintenance, repair and replacement for their individual HVAC units.

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Did you know?

If you see the beginnings of a swallows nest forming on the stucco in an alcove or in a tree, please report it to Management right away. As long as the nest is in its early stages of formation we can have it removed. If the nest is completed, then we begin to see the consequences of the swallows living in those locations.

Barking Dogs

A common concern during the summer months involves the noise/nuisance that barking dogs create. With the longer days, more people take the opportunity to enjoy evening walks. These walks are sometimes disturbed by dogs that bark at passersby. While this can be uncomfortable for the person walking, it can have an even greater impact on the neighbors.



Sometimes the behavior of a pet can be very different when the owner is away from home. Owners of dogs are encouraged to ask their neighbors if the dogs are as quiet when the owners are out as when they are home.

If your pet does bark excessively, training may be an effective method to alter the animal's behavior. There are many convenient locations in Sacramento that offer training.

Pool Safety/Drowning Prevention

Learn the action steps you can take for safeguarding children and elderly in and around the water;

SUPERVISION

Curiosity, rapidly changing skills, and an inability to understand danger places young children at high risk. Adults must establish and communicate responsibility for child supervision:

Assign an adult "water watcher" to supervise the pool/spa area, especially during social gatherings.

Assign a second adult to maintain constant visual contact with children in the pool/spa area. Don't assume someone else is watching a child.

Never leave a child alone near a pool or spa, bathtub, toilet, water-filled bucket, pond, or any standing water in which a child's nose and mouth may be submersed.

Don't rely on swimming lessons, life preservers, or any other equipment to make a child "water safe".

Look in the pool area first if a child is missing.

Communicate pool safety measures with the baby-sitter and train the sitter in CPR. You can also hire sitters specifically that have a CPR certification.

PREPARATION

Learn how to swim, proper rescue techniques and CPR.

Rescue equipment is located by the pool. This should include a lifesaving ring, shepherd's hook, and CPR sign. These are for emergency purposes only and are not for play. Many float-type toys like arm floats and inflatable rings are thought to be lifesavers. They aren't. They are only toys and should be used only as toys.

Post the 9-1-1 emergency phone number on your phones. Have a phone near the pool area. Don't leave children unattended while talking on the phone.

Important Facts About Childhood Drowning

Drowning is the leading cause of accidental death to children under five years of age in 18 states, and California leads the nation.

A pool or spa is 14 times more likely than a vehicle to cause the death of a child under five.

Drowning is a silent event. Children under five do not understand the dangers of falling into water and do not splash or cry out for help.

Children can drown during surprisingly short breaks in visual contact.

Reporting A Maintenance Problem

When you notice a maintenance problem in the common area, the procedure for you to follow is simple—contact your Community Manager as soon as possible. Your Community Manager will take down the necessary information and will contact the appropriate vendor to schedule repair.

Should you note an item that is an **emergency** and it is after-hours, the procedure is to contact FirstService Residential customer care at the numbers listed below. You will be forwarded to an answering service that will page the 24-hour on-call Community Manager. We do ask that you limit requesting the on-call Community Manager to be paged during emergencies only.

For your reference, listed below are examples of non-emergency and emergency items:

Emergency

Broken glass in the pool

Pool gate broken

Sprinkler on in excess of 30 minutes

Non-Emergency

Spa jets not working

Pool temperature off

Broken sprinkler head

Community Manager: 916-928-9900

Assistant Community Manager: 916-608-3068 Ext 4754

Business Hours Customer Care: 1 (800) 428-5588

After Hours Customer Care: 1 (888) 596-4984

BBQ Safety Tips

In order to keep your summer recreation safe, the fire department and your Community Manager offers the following barbecue safety suggestions:

- Use only approved charcoal lighting fluids on the community barbecues
- Always follow the manufacturer's lighting instructions
- Remember Section B-7 of the Rules and Regulations states, No Owner shall be permitted to place or use any flammable material, wood or charcoal burning device on his Patio or Balcony
- Inspect propane tank, lines, burners, etc., for leaks and unsafe conditions
- If an uncontrolled propane leak occurs, extinguish ignition sources, call 911 and stay away from the area
- Place a barbecue away from other combustible materials
- Wait two to three days before disposing of used charcoal (a cool-down period is needed)



*Be courteous if your using a community grill and please clean it when your finished.

April 2015

Sun. Mon. Tues. Wed. Thu. Fri. Sat.

			1	2	3	4
5	6 <i>Trash & Recycling collection</i>	7	8	9	10	11
12	13 <i>Trash only collection</i>	14	15	16	17	18
19	20 <i>Trash & Recycling collection</i>	21	22	23	24	25
26	27 <i>Trash only collection</i>	28	29	30		

Parking Rules Reminder

This time of year we find that the Association's residents have more guests than usual. The following is a quick reminder of the parking rules.

Please remember that cars must be parked in the **garage first**. The garage cannot be converted or altered so as not to permit for vehicle parking. The Association will be conducting garage inspections to enforce this rule.

What do I need to know? Parking in the garage is the first option all homeowners/residents must adhere to. All striped spaces in the Association are permit parking only. Vehicles using these spaces without a current parking permit can be towed at any point in the day.

Where can my guests park? Guest parking is marked by the front entrance. Guest parking is from 8:00AM to 8:00PM. After 8:00PM guest parking converts to permit parking only. There is no overnight guest parking in the association at this time.

Where can I not park? Parking in the alleyways or in front of fire lanes is strictly prohibited and is grounds for towing.

Whose responsibility is it to obtain a permit? It is always the Homeowners responsibility to ensure that they or their tenant has a current parking permit. Information is provided by the Community manager when passes are being changed. Once that information has been provided by the Community Manager to the Homeowner, it then becomes the Homeowner's full responsibility to ensure compliance.

If you see anyone in violation of the above rules, please feel free to contact Management with details such as the vehicle description and unit number in relation to the incident.

Insurance Information

Many Homeowners call and email Management about the Associations Insurance. The following are a few facts about the insurance Coverage.

As outlined in the CC&Rs, your association is required to maintain various types of insurance to protect the association and its Directors from liability. Each year your Board of Directors reviews competitive bids from several insurance companies prior to selecting a carrier. Following is a summary of the different types of insurance our association carries:

Property Coverage: Policy Limits: \$46,351,200/ Deductible: \$5,000

This includes coverage for damage to common area structures.

General Liability Coverage: Policy Limits: \$1,000,000/Occurrence/Aggregate: \$2,000,000

This includes liability coverage concerning common area for homeowners and their guests.

Directors & Officers Liability: Policy Limits: \$1,000,000/ Deductible: \$1,000

This includes coverage for board members and committee members.

Fidelity Bond: Policy Limits: \$1,200,000/ Deductible: \$5,000

This includes replacement coverage for reserve funds.

For more Insurance Information, a copy of the Association policies, or a certificate of insurance for your mortgage lender, you can reach out to Rick Russo Insurance Agency and they will happily answer your questions and/or request.

Phone: 916-791-1901 or 800-281-7873 ext.100

Fax: 916-797-3388

www.rickrussoinsurance.com



Westlake Villas Clubhouse

4800 Westlake Parkway
Sacramento, CA 95835

Phone: 916.928.9900

Fax: 916.928.9937

Summer Office Hours:

Monday, Tuesday, Wednesday, Friday
9:00 AM to 5:00 PM

Management Works Off-Site on Thursdays

*Please remember that if you are a resident renting or leasing, your first point of contact should always be your Property Management Company or Landlord.

2015 Meeting Schedule

All Open Session meetings start at
6:00 pm in the Clubhouse.

All homeowners are welcome and are
encouraged to attend.

Tuesday, May 26th

Tuesday, July 28th

Tuesday, September 29th

Tuesday, November 10th (Annual Meeting)

Management Staff:

Sierra Campbell, Community Manager, sierra.campbell@fsresidential.com

Donna Walter, Assistant Community Manager; donna.walters@fsresidential.com

FirstService Residential Customer Care Center: 1-800-428-5588

FirstService Toll Free 24 Hour Emergency Hotline: 1-866-596-4984

Pay Lease (Auto pay assessments): 1-866-729-5327 or support@paylease.com

Other Important Contacts:

Paladin Private Patrol: 916-331-3175

Davis Tow: 916-214-2000

Westlake Villas Insurance: Russo Insurance, Rick Russo, 1-800-281-7873

Board of Directors:

David Bonk, Board President

Cheryl Lamun, Vice President

Catherine Conidaris, Secretary

Karen Sims, Treasurer