

Westlake Villas

COMMUNITY ASSOCIATION

FEBRUARY 2019

Community News

Office Hours
8 AM to 4 PM
M/T/W/F

YOUR COMMUNITY TEAM:

FirstService Residential
4800 Westlake Parkway
Sacramento, CA 95835

24/7 Customer Service:
(800) 428-5588
Email: westlakevillas@fsresidential.com

Westlake Villas Insurance:
Rick Russo
(800) 281-7873

General Manager
Danielle McKinney
(916) 928-9900
Danielle.McKinney@fsresidential.com

Assistant Community Manager
Cali McVay
(916) 293-4741
Cali.McVay@fsresidential.com

Paladin Private Security
(916) 331-3175

HB Towing
(916) 339-3002

Community Website:
www.westlakevillashoa.com



FirstService
RESIDENTIAL

Insurance Reminders

Association insurance covers the buildings, including interior walls, cabinets and fixtures located within the condo units. Owners are solely responsible for insuring their personal investments, belongings, contents and personal liability.

If you need a copy of the Association’s Flood Policy for your building or a copy of the Master Policy, you can reach out to Jessica Reichstein at 1-800-281-7873 extension 100 or service@rickrussoinsurance.com and she will assist you with getting a copy to provide to your lender.



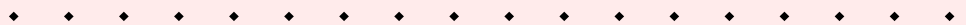
Maintenance Responsibility

There has a recently been some calls into the office in regards to what the Owners maintain versus what the Homeowner’s Association maintains when it comes to the building exterior and interior.

Some of the common questions pertain to plumbing fixtures (such as the pipes in the walls or water heaters), windows and entry doors. Many of these items are Owner responsibility to maintain.

Included on the last page of this newsletter, the Owner Maintenance Responsibility chart from the Westlake Villas CC&R’s has been included as a reference.

Additionally, if you notice any damage to the exterior of the buildings or common area property, please contact Management to report the damage.



2019 Board Meeting Schedule

- Open Session—Tuesday, March 27
- Open Session—Tuesday, May 29
- Open Session— Tuesday, July 31
- Open Session—Tuesday, September 25
- November Annual Meeting—TBA

All homeowners are welcome and encouraged to attend!

Are You Going Out Of Town?

If you're going out of town for an extended vacation, here are a few helpful tips to ensure your home is taken care of before you leave.



1. **Turn off the water to your unit.** There's a water shut off valve next to your water heater.
2. **Unplug all electronics.** Conserve your energy by making sure to unplug your electronics. Plus, you'll also help prevent an electrical fire.
3. **Suspend mail service.** Contact the USPS and ask them to put a hold on your mail while you're out of town.
4. **Lock all doors and windows.** Don't forget to lock those doors and windows, and close your garage doors.

Dog Owner Courtesy's

Please leash your pets when walking them. Leashing your pet is not only for other pets safety, but for the safety of your pet as well.

Dog waste is a continuing problem at Westlake Villas despite the four pet waste stations located on the property. We need everyone's help to keep the community clean, so please clean up after your pets or report residents who are not cleaning up after their pets.

Clubhouse Rentals

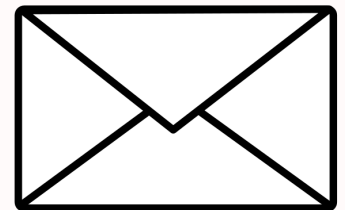
Renting the Clubhouse only costs \$25 an hour for the entire space, folding tables and chairs are included! Family movie nights cost \$20 for an entire evening and the conference room can be rented for only \$50.

Two weeks notice is required to rent out the facilities. If you are interested in renting the Clubhouse, please contact the General Manager at (916) 928-9900 as soon as possible to hold your rental date.



Anonymous Correspondence

Please remember that the Association **does not** respond to or address anonymous (unsigned/unknown) correspondence. When a violation or complaint is submitted, the identity of the party submitting remains anonymous to other parties. With unsigned/unknown complaints, the Board cannot confirm the information and/or provide necessary feedback. Please remember when submitting a complaint voicemail or voicemail to include your name, unit number, violation you are concerned about and the date and time it occurred.



February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <i>Recycling and Garbage</i>	5	6	7	8	9
10	11 <i>Garbage</i>	12	13	14 	15	16
17	18 <i>Recycling and Garbage</i> Office Closed	19	20	21	22	23
24	25 <i>Garbage</i>	26	27	28		

*To order replacement trash cans or arrange for an additional pick up, please call the City of Sacramento at 3-1-1.

Westlake Villas Owner Maintenance, Repair & Replacement Responsibility Chart

BUILDING EXTERIOR	
ITEM	OWNER RESPONSIBILITY
Unit Entry Doors	Owner shall maintain interior surfaces, and maintain, repair and replace all hardware, glass, lock mechanism and kick plates.
Garage Doors	Owner shall maintain interior surfaces, and maintain, repair and replace all hardware and glass. Owner shall maintain, repair and replace attendant garage door opener(s).
Sliding Glass Doors, Screen Doors	Owner shall maintain all portions of sliding glass doors and screen doors, including the lock mechanism.
Windows	Owner shall maintain, repair and replace all portions of the window glass, screens.
Air Conditioning Compressor	Owner shall maintain and repair the air conditioning compressor that exclusively serves Unit.
BUILDING INTERIOR	
Unit	Owner shall maintain, repair and replace all interior doors, interior wall surfaces, drywall, cabinets, floor coverings, ceilings, permanent fixtures, appliances, electrical outlets and switches, toilets, smoke detectors (including periodic testing and replacement of batteries), washing machine water hoses, door frames, and door hardware.
Fireplace in the Unit	Owner shall maintain the interior surface of the chimney, the flue, the firebox, and the contents in the firebox.
Garage	Owner shall maintain and repair interior.
Water, gas and sewer pipes, water pressure regulator, hot water heater, plumbing outlets and fixtures, furnaces and air conditioning units, ducts (HVAC, dryer, stove, oven), electrical wiring, circuit breakers, electrical outlets and fixtures and all other heating and cooling equipment.	Owner shall maintain, repair and replace portions within or which exclusively serve Unit. Owners shall replace light bulbs used in fixtures that obtain electricity from inside the Unit.
UTILITIES	
Telephone Wiring	Owner shall maintain and repair portions within or which exclusively serve Unit.
Gas, Telephone, and Cable Television Service	Owner responsible for obtaining and having serviced.
Electric and Gas Service	Owner responsible for obtaining and having serviced unless sub-metered.