**MARCH 2020 MEETING MINUTES**

* The following is a report of actions taken by the Board of Directors at the March meeting.
* The minutes for the regular session and executive sessions of the February meeting were approved as presented.
* Reviewed various parking reports and work logs and warnings sent to residents.
* Approved five (5) roof repairs resulting from damage due to the November/December rains totaling $12,860 and 3 balcony repairs totaling $17,500.
* Total assets held by the Association is $834,451.51.

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**ONGOING PROPERTY MAINTENANCE REQUIRED BY OWNER**

Our buildings and units are aging and as a result are going to require some ongoing regular maintenance. Over the next several months each newsletter will focus on an area of interest.

**ELECTRICAL** – all of the electrical outlets and switches are the responsibility of each property owner. Please be careful to NOT overload outlets, this can lead to unintended fires (this has happened to a unit in the past). If you have ANY electrical issues contact a company that specializes in electrical problems (sometimes plumbing companies also provide electrical services).

**DOORS** – all doors (interior AND exterior) are the responsibility of the property owner. Garage door maintenance and replacement is the responsibility of the property owner as are the front, patio and balcony doors. The Association is responsible for the maintenance of the exterior frames for all exterior doors only.

**AIR CONDITIONERS** – it is that time of year again and time for annual servicing of your air conditioners including the proper drainage of all overflows.

*Any damage to the owner’s unit or any other unit resulting from a plumbing issue in one unit is the responsibility of the owner of the unit where the problem originated and will be billed accordingly.*

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**PARKING REMINDER**

A complete list of ALL Parking Regulations and Rules are posted at each Bulletin Board behind the post boxes at the North and South Pools. These rules are enforceable 7 days a week, 365 days a year unless otherwise posted for SPECIAL projects.

**SAFE LIST REMINDERS**

All guests staying overnight and have a car MUST safelist their car or they WILL be towed. To accommodate this need Elite Enforcement has a 24/7 Dispatch - 714-801-4385 or can be contacted via email at safelist@eliteenforcement.com. You may also safe list a vehicle at www.eliteenforcement.com if your guest (s) decide at the last minute to stay the night...Please contact Elite Enforcement to be Safe-listed!

All vehicles parked between 3am and 6am that are NOT safe-listed WILL be towed without warning.

Remember – if you don’t have a confirmation #– your vehicle is not safe-listed!
SEE SOMETHING – SAY SOMETHING

If you are a victim or witness an act of vandalism or witness any questionable or illegal behavior, PLEASE contact the Ontario Police Dept. at 909-395-2001 and Elite Enforcement at 714-801-4385.

If your concern is a maintenance issue please contact Tess Property Management (951-339-8659) for a determination as to whether it is an Association issue or a homeowner issue. All common area maintenance and repair issues are an Association issue.

SPECIAL THANKS TO OUR ANGELS!
The Association would like to thank a group of our residents who, on their own, are eyes and ears for the Association. These special residents walk the property taking note of any problems or issues and let the management office know of what they find so they can be addressed.

POOL RULES
With coming of spring and warm weather, comes more use of the pool and spa areas. Remember to Follow the Rules (posted at each pool entrance, behind each spa and pool). Also if you are planning to host a party of 6 or more remember to Notify the Association Office and to leave the space the same way you found it.

COPS (Community Oriented Problem Solving) is a program run by the Police Department. This program has been set up to address a variety of community issues and problems and can be reached through the Police Department Dispatch operator – 909-986-5711.

NOISE AND OTHER NUISANCES
The Association would like to remind ALL residents that the CC&R’s do not permit excessive noise that will cause a disturbance (including excessive dog barking) to surrounding units. If you are going to have a noise situation, please close your windows and as a courtesy, let your neighbors know if you are going to have a party in your unit.

The noise issue extends to ALL COMMON areas outside of units, noise bounces off the buildings. When guests are leaving after 10pm, please ask them to keep ALL outside noises quiet!

VISIT OUR

LAING’S FIRST EDITION WEBSITE
Our property’s website is found at www.tesspropertymanagement.com. Visit the site and click on “Laing’s First Edition” and see the different documents that you can download along with the proposed restated legal documents and Rules and Regulations.

Among the documents you can download and/or open are the Rules and Regulations, Responsibility Matrix (differentiates between what is HOA responsibility and what is homeowners responsibility with our physical property), Parking Rules, Evidence of Insurance, Architectural Request/Home Improvement Form, and recent newsletters. Other documents as appropriate may also be found on the site.

If you wish to email Tess Property Management for any reason do so at becky@tesspropertymanagement.com

MAIL BOXES
Our mailman has asked that residents regularly pick up their mail. If boxes become full he will take the mail back to the post office for residents to pick up from there. If you are going to be out of town please either make arrangements to have your mail picked up or leave a note in your box for the mailman with the dates you will be gone. He will deliver your mail on the return date you give him.

LEASHES

It is local and state law that ALL dogs when outside personal property MUST be on a LEASH. Violators are subject to warnings which if not heeded will become fines. This is both for the safety of our residents and guests and most importantly for your Dog! Also please REMEMBER to pick up after your pets...it is both unsightly and VERY unsanitary!