

February 2024

Villa Del Mar Homeowners Association

The Script

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Items to Maintain Homeowner Responsibilities

In 2024 we will be starting a wood replacement and trim painting project throughout the entire property. The whole project will take up to 9 months to complete. As we get closer, we will notify residents with phases and schedules. Homeowners may want to consider replacing/updating doors, front door screens and windows before the project begins. Keep in mind that it can take at least 6-8 weeks to order and install items at your unit. Please contact the office with requests and questions so your projects can be approved in advance.



As a rule, homeowners should also check units for maintenance items that might need to be updated or replaced on a yearly basis. Here are some examples of items to check:

Plumbing - Homeowners should check the plumbing in their units to make sure that valves and supply lines look good on all toilets, sinks and appliances. Listen for a hissing sound from a toilet which means there is a leak. Replace flapper or flush valve. Check water heaters.

and make sure you don't see any water leaking from valves, pipes or see water around the base of the unit. Water heaters should be replaced every 8-10 years. It is always a good idea to look under sinks and make sure that they are dry. Moisture or mold could be a sign of a leak. If you see corrosion on pipes and plumbing parts that could also be a sign of a potential leak. Check water lines to refrigerator and washing machines as well.

Front Doors and Door Screens - Front doors, door jambs and door screens are to be maintained in good condition. Painting is a homeowner responsibility, however, paint is available, for purchase through the office. Door screens may be painted black, very dark bronze or match to door color.

Homeowners are responsible for all door hardware including your large garage door. You may want to make an appointment with a garage door company to lubricate, adjust and fix garage door hardware annually.

Windows and Window Screens - Check windows and doors to make sure that they are caulked. Make sure to leave weep holes uncovered so water can run out of window frame. Inspect window/door screens to make sure they are in

good working order free of holes and tears. All windows are required to have screens, so you must make sure they are in place.

Homeowner Requests

Get Approval in Advance

Please remember when making home improvements most changes require prior approval. Also, alterations which affect exterior aesthetics, such as windows, front doors, front door screens, satellite dishes and water softeners have set specifications they must meet and require prior Board approval. Some homeowner requests will need to be reviewed and approved by the Board; however, most requests can be approved by the office. Requests to office should state:

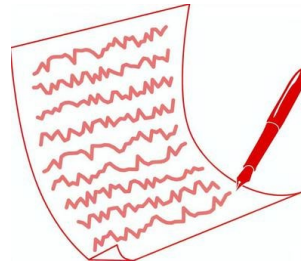
1. Unit number, homeowner name and contact information.
2. Identify the change to be made and their location at your unit

address.

3. Attach brochures, pictures (if available) or drawings of proposed product plans.
4. List installing contractor, their contact information and contractor's license number.

On certain items the office can give you permission to move forward with your project, however in some instances further information and approvals may be required. Make sure that the person or company doing the work has up-to-date insurance and is bonded. You can look up contractor's licenses to make sure they are current by going to www.cslb.ca.gov/.

You may email requests to the office villadelmar@verizon.net or use the VDM website at www.villadelmarhoa.com click on **Resident Resources** and select



Homeowner Request Form near the top of the page.

Notes Sent with Assessment Payments

Please Send to Office

Recently we have received many communications from our Pacific Western Bank Lock Box account from homeowners who have sent in communications with their assessment payment.

Villa Del Mar HOA office does not receive or process payments. All payments are received and processed through our external Pacific Western Bank HOA payment processing center. The external Pacific Western Bank payment processing center does not monitor or have any way to make notes or adjust on your account. They merely deposit your payment into your assessment account. Any communications regarding your payment, address change or other changes outside of deposit instructions, like account number ID, should be sent to the office.

As a reminder your homeowner ID is your building number and unit letter in numerical form. Example: 1000-A would be unit ID 100001.

The Pacific Western Bank facility has to mail those messages to our office, and they might be missed or take a long time for us to receive. If you have any questions regarding your account or wish to update us on payments or other comments, please call or email the office. (805) 684-7430 or email villadelmar@verizon.net

Monthly Reminders

Street Sweeping Day: REMINDER: **NO PARKING** in the alleys and Driveways at VDM during this time. Street sweeping day is the **3rd Wednesday of every month.** This month it is **February 21, 2024.** Please do not park on the city streets between 8:00am - 10:00am. The City will issue parking tickets which are about \$45.

General Board Meeting: We will have a General Board Meeting via Zoom on February 20, 2024, at 6:00 p.m. Zoom instructions and Agenda will be posted at the pool gate and on the website www.villadelmarhoa.com

Important Days in February: National Pizza Day - February 9th. Valentine's day - February 14th. President's Day - February 19th.

