

# EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION RESIDENT GUIDELINES

2/5/15

Welcome to the EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION!

We hope you will enjoy living here. For the comfort and safety of all, the Board of Directors has carefully and thoughtfully developed these guidelines. They are to provide you with basic information which you may find helpful. *If you need the specific wording, please refer to your CC&R's, By-laws, or the appropriate California civil codes on which these guidelines are based.*

The Grove is intended as an "owners-occupied" complex. Please check your Bylaws for specific requirements. Tenants must comply with restrictions listed in you CC&R's and Bylaws.

**IF YOU HAVE TENANTS, PLEASE GIVE THEM A COPY OF THE BYLAWS AND OF THESE GUIDELINES.** Please make extra copies for future tenants. Tenants are required to sign a receipt of the Grove Rules and Regulations and an acknowledgement that full compliance is a necessary condition for residence in the Grove.

## **MANAGEMENT COMPANY**

The Association is managed by Bartlein & Company, Inc. located at 3944 State St., Suite 200. The phone number is (805) 569-1121. The Fax is (805) 682-4341. If you have any questions or you have an emergency, please call. For emergencies, someone is available at all hours.

## **MEETINGS & NEWSLETTERS**

The Board of Directors typically holds a monthly meeting and all owners are welcome. The time and place are noted in your Newsletter. If you would like to be placed on the agenda, please call or write to Bartlein & Company, Inc., and notify them at least one week in advance.

Monthly agendas are posted at the mailbox kiosks, e-mailed to known owners, or posted on the association website.

A monthly Newsletter is published to keep all owners and tenants informed, it is sent via e-mail or regular mail according to preference. Therefore, it is essential that you notify us of any changes in tenancy. Copies of the Newsletter and Minutes of the Board meetings are also available on the Grove website (<http://www.eucalyptusgrove.org/>)

In January of each year, the Association typically holds its annual meeting, at this meeting if a Board members term is up there will be an election. If you are a homeowner and are interested in serving on the Board you can have someone nominate you or you may nominate yourself. As a homeowner a proxy vote will be mailed to you, it is very important to turn your proxy vote in or attend the meeting to help ensure a quorum (quorum - a minimum number of "90" members that must be present or represented via proxy to make the proceedings of the annual meeting valid). The notification of the Annual Meeting is published in the Newsletter.

## **HOMEOWNERS MONTHLY ASSOCIATION FEES**

Monthly Association fees are due at the beginning of each month. If payment is received after the 30th of the month, a late charge of 1.5% of the outstanding balance will be assessed for each month payment is late. (Please see Annual Budget for specifics.) For your convenience,

you may have your fees paid automatically from your checking account. If you are interested in this free service, please call Bartlein & Company, Inc.

### **SMOKE ALARMS & CARBON MONOXIDE DETECTORS**

For emergency purposes, it is recommended that you have extinguishers inside your unit. Smoke detectors and carbon monoxide detectors are required by law and should be checked on a regular basis. You should strongly consider having a smoke alarm with battery backup in each bedroom in case the power is cut off. Be aware that Santa Barbara County adopted the California Fire Code that states: "Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction".

### **MAINTENANCE AND REPAIRS**

The responsibility of maintaining the exterior of the building is generally the responsibility of the Association, while the interior is the responsibility of the unit owners. However, there are exceptions (i.e. exterior doors and windows, private balcony surfaces, and exclusive-use utilities and service lines, etc., belong to the unit owner) so please read the CC&R's for further explanation. All Units are expected to be kept in a clean, sanitary, workable and attractive condition.

The Grove provides janitorial services for the pool area and the Exercise Room. However, all residents should clean up after themselves. It is up to the occupants of each building to keep the staircase swept and exterior of units neat and orderly.

If you notice termite or any other pest activities in your unit or around your building, you should call Bartlein & Company, Inc. The unit owners are responsible for having an inspection report produced by a licensed pest control company. The Association is responsible for dealing with the termites when they are in the common structure.

### **PLUMBING & GAS REPAIRS**

Each unit has its own water and gas meter accessible from the outside utility area adjacent to each building. Plumbing and gas repairs pertaining to each unit (whether within or exterior to the unit) are typically the individual owners responsibility. This also applies to all other exterior utility and service lines (electric, cable, sewer, etc.) for which the unit has exclusive use. If you need assistance locating or operating the water and gas meters, please call the utility company. Unit Owners are liable for damages to other units and the common area building structure if the source of the damage (water leak, fire, etc.) is from within their unit or exclusive-use utility lines.

### **EXTERIOR APPEARANCES**

In order to promote and maintain uniformity and attractiveness of the Grove, please keep your area clutter free. Only patio furniture is allowed on the patio or balcony area. Hanging clothes, bikes, surfboards, and other items from the balcony is prohibited. Patios, balconies, front landings, and walkways do not belong to the unit. They are considered "exclusive use common areas," and as such have more restricted uses, as defined by the CC&R's and Association.

No owner shall, at his own expense or otherwise, make any alteration, addition or modification to the building in which his unit is located or to any part or portion of the common area or recreation area, without the prior written approval of the Board. Certain interior modifications to the unit are also prohibited or require prior approval and authorization.

