

West Campus Point

Frequently Asked Questions (FAQ)

- 1. What is the Home Owners' Association?** By buying a unit at West Campus Point, you become a member of the West Campus Point Home Owners' Association (HOA). The HOA is governed by the laws of the State of California and the Covenants, Conditions, and Restrictions (CC&Rs) of the association.
- 2. How does the HOA communicate with homeowners?** The HOA has two email listservs. All units must be part of the listserv that only the HOA president and the management company can use for alerts and announcements. Homeowners may also join **the WCP community list**, where email discussions can take place, such as requests for recommendations for plumbers, electricians, etc., and requests to use the pool or Palm Plaza common areas for social events. Please contact **Dave Russo**, our property manager at **Bartlein & Co**, to be added to the community list. (569-1121, ext. 250 or DaveR@bartlein.com). The HOA also has a monthly newsletter with information of interest to homeowners, such as the time and place of the next HOA meeting, maintenance tips for homeowners, upcoming maintenance projects at WCP. Also included in that email distribution is the monthly financial statement of the HOA with monthly and year-to-date expenses and the approved minutes from HOA board meetings. The HOA also maintains a website with its information publicly available.
<www.westcampuspoint.net>
- 3. What is the HOA board?** The Home Owners' Association has an elected board of volunteers who live at West Campus Point. The board meets at intervals, with meeting notices sent out with the monthly newsletter and posted on the mail kiosks in each cluster. The board makes decisions for West Campus Point HOA. The board can establish committees, which can be composed of board members and non-board members, to deal with particular issues at West Campus Point. Standing committees of the board include the Landscape Committee, which deals with ongoing landscape issues; Landscape Redesign Committee, which plans for potential changes in the common area landscape. The HOA board members and their offices and the members of HOA committees are listed on the WCP website.
<www.westcampuspoint.net>
- 4. How often does the HOA board meet?** The board meets as needed, usually around once a month. The meeting agenda is finalized five days before the scheduled meeting. Meetings are usually held in a board member's home. The HOA annual meeting is usually held the first week in December and held in a venue large enough for all homeowners to attend.
- 5. Can the board meet without notifying homeowners?** No. California law is explicit on the matter of board meetings. From time to time the board meets in executive session to deal with contracts or matters dealing with a particular homeowner issue (such as non-payment of

HOA dues). California law restricts board members' contact outside of posted HOA meetings, such that a quorum of board members (at WCP a quorum is 3) may not discuss HOA issues outside of an announced meeting.

6. **Who can attend the HOA meeting?** Homeowners are entitled to attend regular meetings, which are open. Occasionally the board meets in executive session to deal with contractual matters or issues with particular homeowners. There is a homeowner forum during each board meeting when homeowners can bring issues to the board's attention. Unless the issue is already on the agenda for that meeting, the matter will be deferred to a future meeting. All homeowners are encouraged to attend the annual meeting or fill out a proxy form, so that there is a quorum to do business. The new board is elected at the annual meeting; standing committees and ad hoc committees report to homeowners at the meeting as well.
7. **How is information about meetings distributed?** The board secretary takes minutes at the regular meetings. The minutes are approved at the next board meeting and approved minutes are distributed via email with the WCP newsletter, along with the HOA financial statement. Minutes from the annual meeting are prepared in draft form and distributed to homeowners in draft form soon after the annual meeting, and approved at the following annual meeting in December.
8. **Who manages our HOA?** Bartlein & Co. manages West Campus Point, with Dave Russo DaveR@bartlein.com our property manager. (805)569-1121 extension 250.
9. **Is the manager available after hours in an emergency?** Bartlein and Co. has a person on call 24 hours a day in an emergency. Call (805) 569-1121 and you will be connected to the on-call person at Bartlein and Co. In case of fire, medical emergency, or other potentially life-threatening emergency, call 911.
10. **What does the management company do?** The management company oversees the contracting of work in the common areas West Campus Point for Home Owner Association projects and work on individual units that are the HOA responsibility. The management company should be the first contact homeowners have concerning maintenance issues that are HOA's responsibility. Note: virtually all maintenance issues *inside* the unit are the homeowners' responsibility. The management company prepares the monthly HOA bills for homeowners and collects the revenues. It obtains bids for projects, keeps track of contracts, and assures timely payment of bills. It prepares the monthly financial statement for the HOA and draws up a proposed budget for the following year. The HOA board reviews the proposed budget and votes on its approval.
11. **How does the HOA budget work?** Homeowners will receive a WCP monthly financial statement which includes the year-to-date expenses and financial reserves. The HOA budget has both an operating budget for regular maintenance and planned expenses. It also has

financial reserves, which are built up over time so that when a large planned or unplanned expense occurs, the HOA can draw on reserve funds and not need a special assessment from homeowners for costs. Every three years, the HOA board establishes a reserve study committee drawn from WCP residents, whether board members or not. The HOA hires a reserve study specialist, who calculates the reserves needed to pay for major planned and unplanned maintenance. These include such items as asphalt repairs and replacement, pool and Jacuzzi equipment, landscape infrastructure, such as irrigation. An estimate of the lifetime of a particular component is calculated and reserves set aside so that when maintenance or replacement is needed, the funds are available. The HOA does not fund reserves at 100%, since many items in the reserve study will not be repaired or replaced for decades. Each year at the annual meeting, WCP homeowners vote to roll over any unused funds from its operating expenses to reserve funds, thus avoiding taxation on that money.

12. **How is the monthly unit bill calculated?** All homeowners pay a flat HOA monthly fee, which is set by the HOA board when the budget is approved prior to the annual meeting in December. The proposed budget includes the management company fees, regular maintenance costs, adjusted for inflation, scheduled replacement of items based on the cost estimates in the reserve study done every three years. In addition, each homeowner's monthly bill includes charges for that unit's individual potable water use. The amount fluctuates due to variations in homeowner use and the interval between meter readings. Each unit is also charged a sewer fee for disposal of that unit's waste water. Each unit is charged for recycled (non-potable) water for irrigation as well. The recycled water bill comes as a lump sum and the management company divides the total by 65, the number of units at West Campus Point.

13. **What other charges are homeowners responsible for?** Homeowners who are active UCSB faculty have the **land lease** charge for West Campus Point taken as a deduction from the monthly pay check. Retired faculty members are billed by the university on an annual basis for the land lease. Homeowners are responsible for their unit's **utilities**: trash collection, gas, electric, and cable/internet. Homeowners are responsible for **insurance** on their personal property, liability, and contingencies such as burst pipes, natural disasters including earthquake, fire, and flood. The HOA is responsible insurance on the units' exterior and the common area at West Campus Point.

14. **What are homeowner responsibilities for maintenance?** On the WCP website under the tab "Documents" is one on homeowner maintenance responsibility. *With a few exceptions, such as the solar system, homeowners are responsible for all maintenance on the interior of their units.*

15. **How can homeowners communicate with other homeowners at WCP?** WCP has a community discussion list which homeowners may join. The list is for internal communications and its membership is exclusive to the community. Please let the management company know if you wish to be included. Homeowners should use the list responsibly. Homeowners can post

a request for suggestions for commercial vendors of various kinds: plumbers, electricians, rug cleaners, painters, handymen, etc. Of other homeowners request replies to go to everyone, since often the request is common to other units. If homeowners plan a social gathering in the Palm Plaza or a pool party, please post to the community list with the time your group will be using common facilities. The community list should *not* be used for political or issue campaigns. Please pay attention to the language you use in addressing issues so that discussions on the list are respectful, civil, and to the point. The WCP community list allows for reply to all. **Note:** The HOA also has a WCP Announcements list, to which all homeowners are subscribed. The board president can post important messages to homeowners. It does not have reply function.

- 16. Can I rent my unit?** As specified in the CC&Rs, you can rent your unit for no less than a month, meaning you cannot set up a rental business, such as Airbnb. The university restricts long-term rentals in the CC&Rs to be no more than one year, with the possibility of renewal for a year, which must be approved by the administration. Your tenants are required to abide by the CC&Rs. You are urged to contact your insurance company about coverage when you rent your unit.
- 17. Can I have pets?** As laid out in the CC&Rs, homeowners are permitted to have a total of two ordinary pets (such as cats and dogs). Homeowners' pets should not cause a nuisance to other WCP residents. Dog owners must keep their animals on lease and clean up their solid waste when walking them. The open field on the south side of WCP is part of a permanent natural reserve. Dogs must be on leash and owners must pick up their animals' solid waste.
- 18. Where may homeowners plant?** Homeowners may plant non-invasive plants in their side and back patios inside the patio walls. Homeowners may also plant in the carport strip by their unit and in the fireplace strip. If homeowners wish to do that, they should contact the management company so that the landscape company knows which units are not part of their regular maintenance. If homeowners opt for maintaining their carport and/or fireplace strip, they must keep it well trimmed and free of weeds. Homeowners may not plant in the common area of WCP. See the WCP website for the complete planting regulations and other landscaping matters.<www.westcampuspoint.net/landscaping>
- 19. Can I improve my unit and have improvements added to the base value of my unit?** Homeowners may improve the interior of their units under certain conditions. Ordinary maintenance such as painting your unit is not considered a capital improvement. Major changes, such as a kitchen or bathroom renovation, can be added to the base price of the unit if it is approved by the WCP Architectural Review Board. The form for homeowner applications to the ARB is on the WCP website.<www.westcampuspoint.net/documents/arb>
- 20. May I use the common area for social gatherings?** Homeowners wishing to host an event (such as pool party, get together in the Palm Plaza) usually send a message on the WCP

community list to alert neighbors to the proposed use. Please dispose of trash following your event.

- 21. Who may use the pool?** The pool is a common area for the exclusive use of WCP residents and their guests. Each unit is issued a key and key paddle. If you lose it, contact the management company for a replacement at cost. Children under 14 years old may not use the pool or Jacuzzi without a supervising adult present. The pool regulations are found on the WCP website.<www.westcampuspoint.net/pool>
- 22. Where may I park my car other than my carport or garage?** Parking is prohibited in the auto-courts so that emergency vehicles can have access. There is no parking on the perimeter road. It is optimal to leave the spaces in the parking lots for visitors. If you go away for an extended period of time, such as a sabbatical, do not park your car in a visitor lot, but find an off-site location. Do not park in a handicap parking spot unless you have a valid handicap placard displayed. Full parking regulations can be found on the WCP website.www.westcampuspoint.net/parking

Approved by the Home Owners' Association Board, September 16, 2016