

Association News

Quarterly News

September-December 2003

How Well Do You Operate?

Governing Documents

Did you know:

- That any documents established prior to 1985 may be up to 1/3 obsolete due to the *Davis Sterling Act*?
- All governing documents should be thoroughly reviewed by the Board of Directors annually?
- It is the responsibility of each Board member to be familiar with all association documents?

What are GOVERNING DOCUMENTS?

Governing documents are the C.C. & R's, By-laws and Articles of Incorporations assigned to your association. Most association documents including but not limited to pool rules, house rules and collection policies fall into one of these categories.

As a Board member you may elect to form a committee assigned to reviewing your associations documents to determine if it is time to have these documents restated.

Annual Meetings & Mailings

Have you scheduled your 2003 Annual meeting? If not you may be in jeopardy of operating your Association outside of the specified guidelines as stated in your by-laws. It is very important for every Board member to be familiar with the contents of the by-laws in order to properly conduct both regular and annual board meetings.

Annually you may need to elect new officers. Again this information is outlined in the by-laws along with term specifications.

In addition to a annual meeting for the election of officers, there are several documents required by law to be mailed out to all homeowners.

You can contact our office for a list of documents that should be mailed out in addition to anything specified in your associations governing documents.

If you would like our office to assist you in coordinating an annual meeting, please do not hesitate to contact us. We will be more than happy to help you through the process.

Phone:

(909) 476-3543
(949) 494-4241

Fax:

(909) 476-3542

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Blvd., Ste. 101
Ontario, CA 91764

Form a Committee!

Do you know that the best way for a Board of Directors to effectively manage a community is to ask for help?

Examples:

Pool Watch Committee
Landscape Committee
Budget Committee
Insurance Committee

Pest Control

Many associations have contracted pest control services, but are they right for you? Do you know if your contract covers rodent control? How about Termites?

The best way to know is to request a copy of your contract (if you have one) for the Board to review at the next meeting.

It's Your Money!

As a member of the Board of Directors you have the unique opportunity to assist in determining where and how your monthly dues are being used to preserve the value of your community.

Have you taken the time to review and understand the current budget? Have you really taken a look at your associations financials to see how the money is being used? Are your utility expenses up? Why? Are there things that can be done to prevent over usage?

Answers to these questions and many others are often times answered by doing a simple review of the financials.

Several associations are quickly approaching an annual meeting at which time the Board of Directors will be expected to present a proposed budget for 2004. Have you taken a look at how well your associations current budget is doing. You may find that you need to budget more or less in a budget category based on what your associations needs may be in the upcoming year.

Think of it this way.....if you won't take the time, who will?

"Older Elevators"

"Older Elevators" installed prior to 1971 may be equipped with underground "single button" hydraulic cylinders which after years of exposure to the soil are subject to corrosion and eventual underground oil leakage.

An underground oil leak can severely damage the underground environment and there have been reported incidents of "catastrophic failures," which allow for an accelerated descent of the elevator car into the pit. Passenger injury and expensive litigation are typically the result of such an event.

To eliminate the safety and environmental concern, replacement of this underground unit with a new "double bottom" cylinder protected by a PVC casing is suggested by many elevator specialists.

It is our intension to make this concern known to all our members in order to avoid any potential problems in the future.

At Bayview Property Management we specialize in customer satisfaction!

Meet the Bayview team

John Gorske ~ Owner

Marie Renteria ~ Operations Manager

Gloria Almasi ~ Property Manager

Brian Schade ~ Field Supervisor

We encourage you to call us for anything.
We love hearing from you!

After Hours Emergency

Anything that may cause death, injury, or property damage is considered an emergency.

Please call our office immediately for emergency contact information.

We would like to thank all our Board Members for a wonderful year. Have a wonderful holiday season, from John, Marie, Brian and Gloria.
