



RULES & REGULATIONS REMINDERS

Here are a few friendly reminders of the rules and regulations in the Seacrest Villas community. The following are taken directly from the communities Rules and Regulations handbook.

PLANTS: No pots or planters wider than the brick cap along the stairs, and/or patio walls, are permitted. All plants must be on plant saucers with waterproof trays. Pots, plants and decorations are not permitted in the Common Area.

PARKING: Guest parking spaces are limited to a 72 hour period in any one space. Any vehicle parked in a guest parking space will be considered abandoned if not relocated within 72-hours. Vehicles exceeding the 72-hour limit will be towed at owner's expense.

PETS: Each member is responsible for removing defecation of their dog, cat or other animal from the property of the Association or neighbor.

TRASH & LARGE ITEM PICK UP

- ◆ The trash containers in the common area enclosures are for both trash and recycling, they are separated out later at the plant. Please only place trash and recycling items in these containers. Do not place large items in the common area without scheduling a pick up first.
- ◆ For the disposal of large items, please contact CR&R to arrange a large item pick up. Each Homeowner receives four (4) **free** large item pick-ups a year. Please contact CR&R at 949-728-0446, they will ask you for the HOA address for the account, and the address is 112 Roadrunner. Then provide the location of pick up within the community.

ARCHITECTURAL APPLICATION REMINDERS

There is no drilling allowed into the exterior buildings, structures or walls (including stucco). Any installation, improvement or alteration to the common area must first be submitted in an architectural application and approved by the Architectural Committee.

Architectural Applications: *Must be filled in its entirety or will not be reviewed by the Board. *Must have homeowner signatures on the awareness form; cannot be tenants. *Must include specifications, a full description and photos of products or plans.

Satellite Dishes: *Cannot be affixed to the roof or walls. *Must be secured by licensed contractor.

Hard Surface Flooring (2nd Story units Only): *Must be product approved and an Architectural Application is require. *Home Legend Syncore X is currently the only approved hard surface flooring. *Note: If you wish to install a different type of flooring, a sound test must be performed by a licensed acoustic engineer with a Board Member present, at the cost of the homeowner. There are no guarantees flooring will be approved.

Board of Directors

Deborah Cagle—Board President
Lisa Bauchiero—Vice President
Ken Hansen—Secretary

Association Manager

Samantha Lacy
(949) 508 - 1616
slacy@powerstonepm.com

**Common Area
Maintenance Requests**

Kaylene Werner
(949) 372 - 4036
kwerner@powerstonepm.com

After Hours Emergencies

(800) 408-2242

Important Utility Numbers

CR&R Large item pick up
Ph: 949-728-0446

Electricity: Southern Cal Edison
Ph: 800-655-4555

Gas: Southern California Gas Co
Ph: 800-427-2200

**Phone/Cable/Internet:
Cox Communications**
Ph: 949-240-1212

AT&T Ph: 949-440-6610

**Water: Moulton Niguel Water
District** For service-related emer-
gencies **24/7:** 949-831-2500

Post Office: 949-362-9055

Emergency/Fire: 911

Police Non-Emergency Line:
949-724-6011 to report crimes

Orange County Fire Authority:
714-744-0400 or 800-545-5585

City: City of Aliso Viejo
Ph: 949-425-2500

**Animal Control: Mission Viejo
Animal Shelter - 949-470-3045**

BOARD MEETINGS

Board Meetings are held on the **2nd Tuesday of the month at 5:00 PM** via Go To Meeting. Please check your email prior to the meeting for log in information.

Not receiving Eblasts? Email Management requesting to be added to the email list!



PLUMBING REPAIRS & WATER LEAKS

Reminder

The Board is aware of the plumbing issues and leaks in the community. They are currently exploring a Re-Piping Project and this is discussed in the monthly Board meetings in General Session, please join the next meeting for more information! This will take time, thank you for your patience!

To our **new Seacrest Villas Homeowners**, please be sure to sign up for MNWD Leak Alerts via online or by phone. If you have not done so already, please contact them at mnwd.com/smart-meters or (949) 831-2500. Early detection is a huge part in saving costs on remediation and repairs, which, in turn, saves the HOA. Please email management, slacy@powerstonepm.com, if you need help with the sign up process! It's easy!

Water Leaks and the Plumbing Repair Process: here is an outline of what is expected from Management, Vendors and you...the homeowner.

1. Leak is detected by either sign of water or Leak Alert from MNWD.
2. **TURN YOUR WATER OFF and LEAVE IT OFF!!!**
3. **CONTACT YOUR OWN HO6 Homeowners insurance agent.** The Association is only financially responsible for:
*Plumbing pipe repairs, *Dryout, *Remediation, *Drywall to "paint ready"
****All flooring, baseboards, cabinets, carpet, etc. is the responsibility of the homeowner! Submit a claim through your insurance and Management is happy to provide any and all information to your insurance adjuster. Adequate insurance coverage is a must!**
4. **Leak should be REPORTED to MANAGEMENT by EMAIL or phone to Kaylene Werner AS SOON AS it's discovered.**
5. Le Court Plumbing is dispatched to schedule with the homeowner. If you have a tenant, PLEASE provide your tenants contact information so Management has it on file. Management and the HOA are not responsible for old leaks if this is not reported by your tenant within a 24 hours period.
6. Le Court Plumbing is responsible for scheduling. **Management does not make their schedule nor can they advise on when they will be contacting the resident.**
7. Leak location is detected by Plumber. If drywall is needed to be cut, an asbestos survey is **REQUIRED BY LAW PRIOR TO PERFORMING REPAIRS. This will delay your water being turned back on!!** Asbestos testing is completed by EnviroDiagnostics, and they are responsible for scheduling. Management does not make their schedule.
8. Plumber will notify Management if dryout/remediation is needed.
9. If dryout/remediation is needed, a work order to Spectrum Property Services will be issued by Management. Again, Spectrum is responsible for scheduling. **Management does not make their schedule.**
10. Spectrum will set up fans/equipment and review what areas are wet to remove the drywall and/or flooring, cabinets, baseboards, etc. and will provide Management with a remediation proposal.
11. After asbestos testing comes back Negative, Le Court Plumbing is notified and will schedule with homeowner to detect leak.
12. Once leak is detected, a proposal will be provided to Management for approval.
13. Spectrum will provide a remediation proposal to Management for approval and will schedule with the resident.
14. Plumbing repairs will proceed with Le Court Plumbing **AFTER** remediation is completed.
15. Mold clearance testing is required in some units **IF** there is mold detected by Spectrum upon first inspection. Mold clearance is performed by Envirodiagnostics.
16. Once mold clearance comes back as negative, drywall repairs will be performed.
17. Management will issue work order to Merrill Services to perform drywall repairs. Again, Merrill Services is responsible for scheduling. **Management does not make their schedule nor can they advise on when they will be contacting the resident.**

The above is noted in a "perfect leak situation." There are times when a leak affects more than one unit and scheduling is more difficult and takes longer.

The entire process above can take up to 3 weeks or longer to complete. **This is not due to lack of responsiveness by Management nor the Board of Directors. There are Civil Codes, State Laws and Mandates that have impaired the repair process in which Management and the HOA are required to follow. Thank you for your patience and cooperation!**