



# THE BUNGALOWS Community Association

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Welcome Package

**HOA PARTNERS**

195 N. Euclid Avenue | Suite 103 • Upland, CA 91786-6056 • (909) 545-6940 • (909) 575-6693 Fax

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### **HOA PARTNERS**

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Dear Homeowner:

Welcome to The Bungalows Community Association, a place full of favorite places! HOA Partners is very proud to be your community management company serving you and your Board of Directors. We believe you will love watching your new community grow with new opportunities for you and your neighbors. This introductory letter contains important information intended to help introduce you to the community. This information is also located on the Association's web portal at <https://www.hoa-partners.com/the-bungalows-community-association.html>

### **STAFF & THE BOARD**

The day-to-day operations of the Association are managed by a very capable staff headed by the Property Manager. The primary governing body, however, is the Board of Directors; a group elected by the members of the Association. You are invited and encouraged to attend the regular Board meetings and to participate fully in community affairs. Homeowners are welcome to attend the meetings and may address the Board during the Homeowner Forum portion of the meeting.

### **WEB PORTAL**

We will endeavor to place as much information as possible on the website. We encourage you to visit often and use it as a tool to communicate with us. Everything from information about upcoming recreation events, interactive maps, telephone lists, Minutes, Board meeting agendas, important forms and much more is available there!

### **AUTOMATIC WITHDRAWAL FORM**

Take the worry out of making your Association monthly assessment payment. Complete and return this form to have the funds automatically transferred from your banking account.

### **E-STATEMENTS FORM**

HOA Partners offers homeowners the ability to receive their monthly dues statement electronically. Take advantage of this time saving and environmentally friendly service!

### **MONTHLY ASSESSMENTS**

Monthly statements will be mailed out after the 20<sup>th</sup> of each and before the 1<sup>st</sup> day on which payment is due.

To ensure proper posting of your payment, always include the bottom portion of your statement. According to your governing documents, payment is due on the 1<sup>st</sup> day of the month and become delinquent after the 15<sup>th</sup> day of the month.

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Payments should be mailed to the following address:

The Bungalows Community Association  
C/O HOA Partners  
P.O. Box 97913  
Las Vegas, NV 89193-7913

### **CONTACT US**

Please feel free to contact us via phone, mail, email, or fax. To contact the Board of Directors, please send your correspondence to the Property Manager or join us at the next meeting. Key staff contact information is as follows:

Property Manager (909) 545-6940 or [Richard@HOA-Partners.com](mailto:Richard@HOA-Partners.com)  
Billing Questions (909) 545-6940 or [Billing@HOA-Partners.com](mailto:Billing@HOA-Partners.com)  
After Hours Emergencies (213) 219-4291  
Corporate Office (909) 545-6940 • (909) 575-6693 Fax  
Mailing Address 195 N. Euclid Avenue | Suite 103, Upland, CA 917186-6056

### **GOVERNING DOCUMENTS**

The Articles of Incorporation, Declaration of CC&R's, By-Laws and Rules and Regulations were provided to you at escrow. Please keep them in a safe place.

### **RULES AND REGULATIONS**

These are very important extensions of the Declaration of CC&R's. Abiding by these rules will help to ensure that all members are able to enjoy the community while being courteous to other members. Thank you in advance for reading them and for being considerate of your neighbors.

### **ARCHITECTURAL IMPROVEMENT APPLICATION**

An Architectural Review Form (for single family homes only) is included in this package.

Please do not hesitate to contact us if you have any questions regarding your new community!

We look forward to getting to know you!

Sincerely,

Richard Perry  
President

On behalf of: Board of Directors- The Bungalows Community Association

### **HOA PARTNERS**

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# THE BUNGALOWS COMMUNITY ASSOCIATION

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January 2, 2024

Dear Homeowners of The Bungalows Community Association:

Your Board of Director has elected to make a change in the management of The Bungalows Community Association. Effective February 1, 2024, our new management company will be HOA Partners. We feel the community and you as individual homeowners will be pleased with the change.

We know that HOA Partners will make every effort to make this a smooth and seamless transition. Please read all the enclosed information very carefully to avoid any issues related to account payments. All your questions should be answered in the enclosed information.

Your contact team members will be Richard Perry and Aidyl Perry. Their contact information is provided below.

Richard Perry  
Chief Financial Officer  
195 N. Euclid Avenue | Suite 103  
Upland, CA 91786-6056  
[richard@hoa-partners.com](mailto:richard@hoa-partners.com)  
(909) 545-6940 Phone  
(909) 575-6693 Fax  
(213) 219-4291 Cell

Aidyl Perry  
President  
[aidyl@hoa-partners.com](mailto:aidyl@hoa-partners.com)

If you any questions related to this transition, please contact HOA Partners at (909) 545-6940, or stop by and meet the team at 195 N. Euclid Avenue | Suite 103 Upland, CA 91786-6056

Sincerely,

*HOA Board of Directors*

**HOA PARTNERS**

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# HOA PARTNERS

*Experienced Professionals Providing Exceptional Service*

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## IMPORTANT ASSESSMENT PAYMENT CHANGES

Beginning January 10, 2024, you will receive a monthly statement from HOA Partners. Included will be a remittance slip for mailing your payment as well as a return envelope addressed to your Association's bank. The homeowner's checks will be processed by the bank upon receipt and will be reflected in HOA Partners system the following business day. Please **do not** mail your February 1, 2024, payment to Condominium Management Services.

- **Assessments**-As a friendly reminder, HOA assessments are due on the 1<sup>st</sup> of every month and are considered late if received after the 15<sup>th</sup> of every month.
- **Automatic Payments Through Management Company**- You will need to fill out a new ACH Authorization form for future assessments. We have included the form in the packet.
- **Automatic Payments Through Your Bank Institution**-If you are making automatic payments through your banking institution, please ensure your account number and the Association's mailing address are updated to:

**The Bungalows Community Association  
c/o HOA Partners  
P.O. Box 97913  
Las Vegas, NV 89193-7913**

- **Information you will need:**
  - Management Company ID: **7869**
  - Association ID: **0010**

If you have any questions or concerns, please do not hesitate to contact us.

# The Bungalows Community Association Architectural Variance Request

### Owner Information

**Owners' name:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_  
 \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_

I have received, read, understand and agree to follow the Association's Rules & Regulations regarding Architectural Variances.

**Owner's Signature:** \_\_\_\_\_

**Satellite Installation:** Satellite dishes MAY NOT be installed on any roofs, wooden surfaces, sides of any buildings that are visible from within or without the complex. Wiring must not be visible on the exterior of the buildings. Failure to follow the guidelines will result in the removal of your satellite dish. You will be billed for the cost of any repairs to common area surfaces or buildings, or damage to private property.

### Description of proposed architectural or structural change, or work to be performed.

- > Include a description or specifications of materials to be used.
- > Attach copies of plans, pictures from catalogs, etc. where appropriate.

### Contractor Information

**Diagram/Picture attached?:** Yes  No

**City permit attached?:** Yes  No

*(Where applicable, final inspection MUST be obtained. Obtaining permits is a Homeowner responsibility.)*

**Person/Contractor to perform work:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**License #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**All contractors MUST carry workers compensation & general liability insurance all times.**

### Board Action:

**Approved:**

**Denied:**

**Date:** \_\_\_\_\_

**Reason for Denial**

**Board action MUST be noted in meeting minutes.**

**Board action MUST be noted in meeting minutes.**

Professionally Managed by: HOA Partners

# CALIBER SOFTWARE

## WEB PORTAL

Caliber Software Web Portal is a management company portal product that enables homeowners and board members to access information in Caliber Web Portal in REAL time. Homeowners can view their accounts and pay online, view compliance issues including copies of compliance letters, view maintenance issues including submitting service requests, update profile information, and view documents. Board members can view compliance and maintenance issues for the entire association, view and approve (or reject) invoices, view delinquent accounts and view board-only documents.

### Security

- One-Way Encryption for user/password setup
- SSL security for all hosted customers
- Can be turned on for selected clients or all clients

### Owner Area

- Owners can view and update their profile data.
- Real time access to accounting transactional data
- Online payments available through your bank or payment processor
- View Compliance/Violation history
- View and submit maintenance requests
- Owner access to ACH setup
- View/Print documents and reports as posted by the management company

### Board Area

- Compliance and Maintenance data is viewable, and reports can be run for the entire community
- Access to delinquent owners along with their transaction history
- AP Invoice view and approval available
- With AP approval invoice images can be viewed as well
- View/Print documents and reports as posted by the management company

Access to the Web Portal can be accessed at: [Caliber Web Portal](#)

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### **HOA PARTNERS**

# CONSENT TO DELIVERY BY ELECTRONIC TRANSMISSION

California law requires that the Association deliver to its homeowner's certain notices and documents on a yearly basis. These include the Annual Budget, Year-End Financial Statement, and Notice of Annual Meeting of the Members. Homeowners are also entitled to receive notices of the Board Meetings and meeting agenda, special meeting agendas, and other Association-wide announcements. Currently, the Association sends these notices through the U.S. Mail, which is becoming more and more costly.


The good news is that the law now allows YOU to elect to receive most of these notices through electronic ("E-Mail") in lieu of having them delivered through regular mail. Imagine the positive impact by choosing to get notices by mail.

## List of Notices and Documents Available

-Reduce Mailbox Clutter	-Reduce Association Mailing Costs
-Get Information Faster	-Reduce Association Printing Cost
-Access Association Information From	-Save Trees and the Environment
Anywhere World-Wide	

Every time we can save paper, printing, and postage cost, both you and the Association save money that can be used to reduce monthly costs and improve communication. Not only that, we can help the environment by reducing the amount of paper we use for communicating with our homeowners.

To opt-in to electronic (E-Mail) delivery of the list of notices, please sign up by visiting the following link below.



The banner features a white envelope icon with a yellow starburst labeled 'NEW' on the left. To the right, the text reads: 'E-Mail Notification Signup' in blue, 'Want to receive most of your HOA notices via E-Mail?' in black, and 'Click here to signup' in red. The right side of the banner is a dark blue arrow pointing right.

# CONSENT TO DELIVERY BY ELECTRONIC TRANSMISSION

## **HOA PARTNERS**

195 N. Euclid Avenue | Suite 103 • Upland, CA 917186 • Office (909) 545-6940 • Fax (909) 575-6693

California law requires that the Association deliver to its members certain notices and documents (collectively, "Association Notices") from time to time.

As a member of the Association, I acknowledge that I have a right to receive Association Notices in non-electronic form (e.g., via U.S. Mail). Notwithstanding the foregoing, I desire to receive in electronic form via electronic mail ("E-mail") all Association Notices capable of being sent in electronic form, in lieu of receiving the same in a non-electronic form.

I understand that:

- Some Association Notices (e.g., a secret ballot) must be sent in non-electronic form and I shall continue to receive the same at the U.S. mail address on record with the Association.
- Association Notices capable of being sent in electronic form shall be sent to me via E-mail in a ".pdf" format.
- I have the right to update my E-mail address at any time by notifying the Association in written form.
- I have the right to revoke my consent to receiving Association Notices in electronic form at any time by notifying the Association in written form.
- Upon receipt of such revocation, the Association shall resume providing all Association Notices to me in non-electronic form.
- I have the right to obtain a paper copy of any Association Notice upon request. There shall be no charge for such paper copy except to the extent permitted by Civil Code Section 5205.
- For purposes of giving notice, "delivery" shall be deemed complete at the time of the transmission from the Association.

To confirm my consent to receiving all Association Notices capable of being sent in electronic form via E-mail only, and to demonstrate that I can access Association Notices in the electronic form that will be used by the Association to transmit such information, I must "reply" to the E-mail from the Association providing my name, property address and authorized E-mail address as well as sign this form and return said form to the management office.

Name (Print): \_\_\_\_\_

Unit: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

**HOA PARTNERS**

# HOMEOWNER INFORMATION FORM

PLEASE RETURN TO MANAGEMENT OFFICE WITHIN 5 DAYS

Dear Homeowner:

To provide you with better service and in case of an emergency, we need to update the Homeowners Information Form. Please complete this form and return it to us at the HOA Partners office as soon as possible. We wish to assure you that all information provided by you will not be shared with others outside this organization and will be held in strictest confidence.

**\* It is imperative that this form is filled in in its entirety.**

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Association Name: \_\_\_\_\_

Homeowner(s) Name: \_\_\_\_\_

Phone #: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: (if different) \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

**If the property is rented, please list name and phone #s of leases:**

<b><u>NAME</u></b>	<b><u>PHONE (Home)</u></b>	<b><u>PHONE (Work)</u></b>
_____	_____	_____
_____	_____	_____

<b><u>VEHICLE MAKE/MODEL/COLOR</u></b>	<b><u>LICENSE #</u></b>
_____	_____
_____	_____
_____	_____

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# ACKNOWLEDGEMENT FORM

I am in receipt of the following documents as part of the escrow process.

Documents Received:

1. Articles of Incorporation
2. Bylaws
3. CCRs- (Conditions, Covenants and Restrictions)
4. Rules and Regulations
5. Annual Budget Package
6. Insurance Declaration Page
7. Association Statement
8. Welcome Packet
  - Management Welcome Letter
  - Caliber Web Portal Page
  - Architectural Approval Application
  - Automatic Withdrawn Form
  - Homeowner Information Form
  - Consent to Delivery by Electronic Transmission

By signing below, I/we acknowledge that we have received the documents checked above.

Buyer 1: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer 2: \_\_\_\_\_ Date: \_\_\_\_\_

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Name (Print): \_\_\_\_\_

Unit: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

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