



# VERSAILLES HOMEOWNERS ASSOCIATION

*Newport Beach, California*

*FEBRUARY 2010*

## **BOARD OF DIRECTORS:**

Tom Christensen, President  
Mike Larkin, Vice President  
Maryann Sanderson, Secretary  
Marilyn Tabor, Treasurer  
Frank Angiuli, Member at Large  
Robert Livingston, Member at Large  
Andra McCollin, Member at Large

## **MANAGEMENT COMPANY:**

TSG Independent Property Mgmt., Inc.  
Jacquie Shrader - On-site Manager  
Office 949-645-6242, Fax: 949-645-9663  
27129 Calle Arroyo, #1802, SJC, CA 92675  
949-481-0555, FAX 949-481-0556  
E-mail: [jshrader@tsgindependent.com](mailto:jshrader@tsgindependent.com)  
E-mail: [george@tsgindependent.com](mailto:george@tsgindependent.com)

## **HOMEOWNER/TENANT ISSUES:**

Please note that all complaints must be submitted to the Board in writing by the owner of the unit. Owners are encouraged to attend Board meetings on behalf of their tenants.

## **PLUMBING PROCEDURE:**

If your kitchen/bathroom sinks or shower areas are backing up and you believe it may be due to a common line blockage, you must notify management prior to contacting a plumber. The Association will not consider reimbursement if this procedure is not followed. Please also remember to notify your neighbors a minimum of 24 hours in advance if you are turning the water off for needed repairs. No one wants to be caught in the shower with no water.

## **CLUBHOUSE RESERVATIONS:**

Residents who reserve the clubhouse for events have exclusive use and are confined to the rented room and kitchen areas only. All other areas of the clubhouse are open to all residents including the upstairs restrooms. Please do not intrude on a private event in progress.

## **RULES REMINDERS:**

Be aware of noise levels after 10:00 p.m. from your T.V., stereo or just sitting on your balcony as sounds can really travel in the evenings when it is quiet outside.

## **NO GLASS ALLOWED IN POOL**

**AREA!** Disposable glasses are available in the clubhouse kitchen. Please use them.

**SMOKING IS NOT ALLOWED** in any of the common areas. Please be considerate of others who have health issues that can be aggravated by cigarette smoke.

Dogs **must** be registered with on-site office, vaccinated, licensed, weigh less than 15 pounds and cannot be walked anywhere in the common area. This includes the pool. Check rules for additional requirements. Fines are assessed to residents for non-compliance.

## **SECURITY/PARKING:**

Don't forget to safe list any vehicle without a white decal parked outside between midnight/6:00 a.m. by contacting Patrol Masters at 877-209-6370 or via the web at [www.patrolmasters.com](http://www.patrolmasters.com). If you are going on vacation and plan to leave your vehicle outside, please notify the patrol service so that you are not cited/towed for storage. All vehicles are monitored closely and must be moved every 72 hours. Also, it is extremely important that you contact the on-site office if you have changed vehicles to obtain a new decal as they are not transferable.

## **PARKING DECALS:**

If you have obtained a new vehicle, please remember to contact the on-site office to obtain a new parking decal. Decals are not transferable. Number on license plate must match number on decal or it is invalid. All vehicles must have either a white outside or blue inside decal.



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**SECURITY:**

Garage access gates are not to be locked opened by residents. This is for your safety.

**MISC. FEES:**

All move-in fees/Pet deposits must be paid upon registration. All common area pool/bike keys and gate openers must be paid at time of purchase.

**U-VERSE IS HERE:**

Residents now have another option to Cable; it is called U-verse and can be obtained through AT&T by calling 866-636-6683. Brochures are available at the on-site office.

**ANNUAL ELECTION:**

Watch your mailboxes for important information regarding the annual elections to be held in March.

**CRITTER ALERT:**

It has come to the attention of management that a woman in Villa Balboa was recently bitten by a Raccoon. Please be sure not to leave pet food of any kind on your balcony areas and be careful when walking especially during the evening hours.

**LARGE ITEM DISPOSAL**

Green Environmental Waste & Recycling offers large item pick up and is much less expensive than most haul away services. Contact [George@greenwasteoc.com](mailto:George@greenwasteoc.com) or call 949-678-2488 to make arrangements. Also they will soon be able to accept e-waste.

If you have access to your own truck, Rainbow Disposal accepts large items for a minimal charge (couch \$8.00) they are located at 17121 Nichols St. Huntington Beach. The number to call should you have questions is 714-847-3581

**REGULAR ON-SITE OFFICE HOURS**

The on-site office is open from 7:30 a.m. to 4:30 p.m. on Monday, Tuesday and Thursdays. Lunch is taken from 12:00 noon to 1:00 p.m. daily for both the management and maintenance staff. Jacquie can also be reached by phone on Wednesdays by calling 645-6242 for an automatic transfer to the corporate offices of TSG.

**HAPPY VALENTINES DAY!**

**APPROVED VENDOR LIST:**

Considering replacing windows or doors? We recommend using one of the approved vendors listed below:

Remember you must obtain architectural approval prior to installation even when using an approved vendor. Also note that vendors cannot obtain approval for you. It is the homeowner's responsibility to complete, sign/return the required forms.

**WINDOR**

Eric Edwards  
Toll Free 800-246-0593  
Cell 714-932-6420

**IDEAL HOME IMPROVEMENT**

Brian Greenlee  
Office 714-965-1876  
Cell 714-916-7825

**HARDY WINDOW REPLACEMENTS**

Jim Lavin  
Toll Free 800-479-7759  
Office 714-996-1807  
Cell 714-720-9967