

## New Owner's Quick Information

*The following is to provide to new homeowners at Harbor Vista.*

### Initial Contacts:

**The first thing you should do is contact Professional Community Management (PCM) to obtain access to your account, provide emergency contact information in case of emergency, report problems or request maintenance services:**

**PCM (Professional Community Management) 1(800) 369-7260**

**Email: [pro.info@associa.us](mailto:pro.info@associa.us)**



### Rules and Regulations

Make sure you have the latest copy of the **HOA Rules and Regulations**. You may obtain them from Professional Association Management. PCM are also posted at Harbour Vista News at:

[http://harbourvistanews.com/Rules\\_and\\_Regulations/RulesRegulation.html](http://harbourvistanews.com/Rules_and_Regulations/RulesRegulation.html)

### Remodeling

The first thing that many new homeowners do is replace appliances, flooring and cabinets and even plumbing. Each Harbour Vista Condo shares common walls, floors and ceilings. Remodeling project may impact your neighbors or the outside of the building (screens, windows, doors) which pierces the firewalls. Simple installing new flooring or recess lights impacts sound proofing and firewall barriers with your neighbors. The inside of your unit's walls may have plumbing and electrical that service other units. You should contact the property manager to obtain a copy of the latest Architectural Guidelines which is also posted at Harbour Vista News at

<http://harbourvistanews.com/Architectural/ArchitecturalGuidelines.html>

### Architectural Request

You may be required to submit an Architectural Request prior to starting a remodeling project. You may contact the HOA Architectural Committee to simply ask questions. Installing an air conditioning/heating system will require a building permit and approval of an HOA Architecture Request. The large attic space in the three bedroom is not constructed as a living space when the units were build. Only storage of light weight items is permitted.

### Construction Noise

Construction noise for remodeling is only allowed between 7am to 5pm on the weekdays. If your remodeling project is going to make excessive noise, it is a good idea to inform your neighbors prior to the start of the work.

### Trash Bins

Regular trash bin pickup is scheduled every week for Tuesday and Friday. Do not over stuff the trash bin particularly when moving in. Disposal of large items which including furniture that do not fit in the trash bin is allowed, but only the day before the HOA scheduled large item pick up. Large item pick dates are posted at the mail boxes bulletin boards.

### Common Water System

Your condo shares a common water supply with all units with both hot and cold water paid for by the your HOA dues. Your condo does not have master water shutoff supply valves. Your sinks do have individual shutoff valves, but the shower/tubs do not unless they have been upgraded (a good suggestion). You should contact Progressive to schedule them to perform any full water turn off to your unit that may affect your neighbors.



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### Hydronic Heaters

Each condo has a forced air Hydronic hot water coil heater system install in the hallway ceiling. These systems may leak. The heaters have shutoff valves which are located behind the ceiling vent cover. Two ball valves (intake and outage) are behind a pulldown metal plate on the opposite side of the coil when the vent cover is removed (4 screws). Maintaining and repair of the hydronic heater is the homeowner's responsibility.

### Electrical/Cable TV Lines

Each unit when built has an inside 70 amp circuit panel. But sometimes the master breaker for a unit can be tripped. You cannot turn the power back on from your inside breakers. The master breaker is located in a locked cabinet in each building. If you accidentally have this breaker trip, contact PCM, a Board member or a building monitor. These cabinets also have the electrical boxes for land line phones, internet and TV. Though each vendor is supposed to have keys to these cabinet, some new vendors may not. Please have then contact PCM for access.

### Electronic Gate System

You can ask PCM to add your name to the Electronic Gate Kiosk at your assigned entrance gate with you phone number enabled. This phone number can be a cell phone. When a visitor or delivery person comes to the Kiosk, they can press a button by your name to call your number. You can then open the Gate from your phone.



### Garage

The one electrical outlet in your garage is for small load intermittent devices (e.g. power drill). The power to each garage is on a common circuit and is paid for by the HOA. Powering heavy electrical equipment such as refrigerators or charging an electric vehicle is strictly prohibited unless approved by the **Architectural Committee** and with an additional assessment.

### Homeowners' Insurance

A unit owner is required to carry Homeowners' insurance (CC&R's Section 9.03).

### The HOA

As new Harbour Vista Condo owner, you are a member of the Harbour Vista Home Owners Association (e.g., HOA). The HOA Board is the caretaker of the property and consist of elected member just like you. The HOA meetings are open to all members to attend to voice their issues and to observe the proceedings of the representatives. Meeting notices are posted at each Mailbox Bulletin Board. The HOA normally meets on the last Thursday of the Month. You may attend in person or via teleconferencing.