



Huntington West Properties, Inc.
Real Estate Brokerage & Management

Weatherly Bay Homeowners Association
13812 Goldenwest Street, Suite 100
P.O.Box 1098
Westminster, CA 92684

02/20/2024

[REDACTED]
Huntington Beach, CA 92649

Reference: New Management Company Effective March 1, 2024 for Weatherly Bay Homeowners Association

Dear [REDACTED]

We are pleased to advise you that our company was selected by the Board of Directors of Weatherly Bay Homeowners Association to act as association managers. The transfer of management to Huntington West Properties, Inc. is effective **March 1, 2024**.

It is our mission to provide you with the very best in service. Accordingly, this first letter of correspondence is to advise you how to contact our firm and to provide some information that would help you to transition to our company.

At Huntington West Properties, Inc., we have a management support team that manages your association. Your account manager will be Andrew Marques. His contact information is **714-891-1522 ext. 229**, email address andrew@huntingtonwest.com. Andrew's assistant is William Hulsey. Williams' contact information is **714-891-1522 ext. 215**, email address william@huntingtonwest.com. Rhoberta Paz is our Customer Service Manager. She can be reached at **714-891-1522 ext. 230** or by email at Rhoberta@huntingtonwest.com.

Huntington West Properties, Inc. has normal office hours from 8:30 a.m to 5:30 p.m. Monday through Friday. Our lunch is from 12:30 p.m to 1:30 p.m. each day and our office is opened during lunch hour for walk-ins. A 24-hour answering service is provided to handle urgent or emergency situations. This emergency number is the same as our office number, 714-891-1522 option 4. A staff member is available to respond to your emergency requests.

For correspondences, our mailing address is P.O. Box 1098, Westminster, CA. 92684. Our physical address is 13812 Goldenwest Street, Ste. 100, Westminster, CA. 92683. Our telephone number is **714-891-1522**.

We offer a Secured Personal Password Protected Portal. The link is <https://hwp.appfolio.com/connect>. If you have an email on file, with us, you will receive an invitation to activate your Portal. Once your Portal is activated, you will be able to do the following:

- Make payments on your account, check your account status and history

- Receive and send notices to the association via email and text
- Submit maintenance request, architectural application and information to the association

We will email your statement and newsletter, if you have an email address with us on file. If you would like to receive the statement and newsletter by mail, please call our office and we will assist you with this process.

Your first billing statement from our company will only reflect the monthly assessments for the month of **March 2024**. We will update your account when we receive the account balances from the previous management company. As a courtesy to you, we will not charge any late charges for the month of March 2024 to give you an opportunity to properly transition your payment method.

We offer several payment options to you for your convenience. Please note that if you currently have an ACH payment set up with your bank you must cancel that payment. That information will not be transferred to our company.

You have been assigned an account number that is unique to your account. That number is **BXUU**.

Online Payment through your secured portal – eCheck (A service fee \$2.49 charged by Appfolio)

Just enter your routing number and account number via your own secure Online Portal to pay association dues or any other charge directly from your checking or savings account. It is advisable to set your payment option to "Fixed Monthly". Setting your payment option to "Full Balance" will generate a payment for the entire balance on your account.

Credit or Debit Card

Use your debit or credit card to pay association dues or any other charge through the secure Online Portal. (An online convenience fee applies and is based on your monthly association dues charges).

Online Payment through your bank's Bill Pay service – you set up your association as a vendor through your bank's bill pay service. **Make your check payable to Weatherly Bay Homeowners Association. Reference your account number on the memo line of your payment or in the account number field and mail to P.O. Box 512229, Los Angeles, CA. 90051-0229.**

Write a check payable to Weatherly Bay Homeowners Association reference your account number on the memo line of your check and include your coupon and P.O. Box 512229, Los Angeles, CA. 90051-0229.

All payments made by check or your bank's Bill Pay Check service must be mailed to P.O. Box 512229, Los Angeles, CA. 90051-0229.

Effective March 1, 2024 please direct all communications to us. Included with this letter is an Owner/Tenant Contact Information Form. Please complete this form and return to us at your earliest opportunity.

We look forward to working with you and hope to be of service to each member.

Respectfully,

Amelia Marques
Vice President

Weatherly Bay Homeowners Association

REQUEST FOR ANNUAL NOTICE OF ADDRESS & REPRESENTATIVE AND RENTAL STATUS

Civil Code, §4041 requires each homeowner to provide the Association with the following information on an annual basis. This request for information is also required to be sent by associations to their members at least 30 days prior to making the Association's own Annual Budget Report disclosures under Civil Code §5300.

Please complete this form and return it to the Association within 30 days:

1. The address or addresses to which notices from the Association are to be delivered:
2. An alternate or secondary address to which notices from the Association are to be delivered:
3. The name and address of your legal representative, if any, including any person with power of attorney, or other person who can be contacted in the event of your extended absence:
4. The occupancy of your home. (Check one): Owner-occupied [] Rented Out [] Vacant []
5. Preferred delivery method for notices (Check one): First Class Mail address [] Email address []

Owner Information:

Name _____

Primary Address _____

City / State / Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email address _____

Secondary Address _____

Tenant Information:

Name _____

Address _____

City / State / Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email address _____

NOTE: If an owner fails to provide the abovementioned information, the Association shall send all notices to the first-class mail address last shown on the books of the Association.

Civil Code §5220. Membership List Opt Out.

A member of the association may opt out of the sharing of that member's name, property address,, email address, and mailing address by notifying the association in writing that the member prefers to be contacted via the alternative process described in subdivision (c) of Section 8330 of the Corporations Code. This opt-out shall remain in effect until changed by the member. Would you like to "Opt-Out"? Yes [] No []

PLEASE RETURN THIS INFORMATION TO THE ASSOCIATION AT THE FOLLOWING E-MAIL:

customerservice@huntingtonwest.com or MAIL TO:

Weatherly Bay Homeowners Association

c/o Huntington West Properties, Inc.

P.O. Box 1098, Westminster, Ca. 92684

Account #BXUU