



“Quick Study” of What You Need to Know About Andalusia HOA

Dear New Owner,

We welcome you to Andalusia HOA and want you to know that we deeply care about your enjoyment while living here in our beautiful and very unique community. During your purchase process, you were presented with large volumes of legal detail and other information as to what Andalusia HOA requires of all Owners.

In order to help your understanding of what is *typically* needed (not *everything* that is needed), we have summarized some of the key items for you that we want to make sure you are aware of:

Entry Items:

Your Seller should have provided you with the following items. If you didn't receive them, please contact Ron Shore at rshore@oneworkplace.com for instructions.

- Entry Gate Code
- Gate Transmitter(s)
- Key for Pool Gates, Recreation Center bathrooms, and Pedestrian Gates (one key opens all)
- Mailbox Key

Parking Spaces:

- Two parking spaces are provided: one is a garage space that is attached to the residence, and the other is a numbered space outside your unit. The outside space is a deeded space and should be on the title of your property.
- The attached garage space must at all times be able to accommodate one vehicle, in addition to any storage desired.
- The HOA may or may not be able to provide additional monthly rental parking spaces, which is **based on very limited availability. Additional vehicles will be required to park outside the complex and must never park in any other numbered space or guest space.**
- **Guest parking** may only be used for guests and is rigidly enforced by fines and towing.
- If you wish to be considered for an additional monthly rental parking space, please contact Ron Shore at rshore@oneworkplace.com.
- **Handicapped spaces** are also to be used **only for guests** and cannot be used by any resident even if disabled (no owner is entitled to more than two parking spaces).

Patios & Balconies:

- May be used only for patio furniture, plants and barbeques.
- Storage of all kinds is strictly prohibited: no toys, bicycles, boxes, etc.
- Laundry left out to dry is strictly prohibited.
- Cannot be used as a kennel, and no pets are to be left unattended.

- ❑ **Outside Storage:** Nothing is to be stored outside your front door and in the foyer areas in front of your entrance. This includes toys, bicycles, athletic gear, shoes, etc.
- ❑ **Garbage and recycling** containers must be put away no later than the evening of trash collection day, which is normally *Thursdays*. Also note that Republic Waste will not pick up containers that are overfilled – lids must close completely.
- ❑ **Monthly HOA dues** can be paid on the Community Management Services [website](http://www.communitymanagement.com) (“http://www.communitymanagement.com” then click “Sign In”). Please read their [instructions](#) on how to create an account and how to make a payment, or you can call them (408.559.1977).
- ❑ **No exterior modifications** are permitted that impact the stucco, balconies, wood surfaces, etc. For example, holiday lighting can be displayed, but must not puncture or damage any surfaces.
- ❑ The **Recreation Center** can be reserved for a deposit and a usage fee. Please contact Greg Zarski at GregoryZarski@gmail.com for instructions.
- ❑ **Swimming pool and spa** are for resident use, with a limit of **four invited guests** at any one time. Owners must be with his/her guests at all times in the pool/spa area. The Recreation Room is available for reserving, but the spa and swimming pool cannot be reserved at any time.
- ❑ The **Swimming pool** is heated from Memorial Day through October 31 each year. The **Spa** is heated year-round from 8AM to 10PM daily.
- ❑ **Quiet Hours** are from **10PM in the evening to 8AM each morning**. No loud noises should be experienced within each residence or outside during these times. Spa and swimming pool use are not permitted after 10PM or before 8AM.
- ❑ **Fire Alarm Testing** happens once each year. Owner or an owner representative must be available in the unit during scheduled tests.
- ❑ **Satellite dish antennas** cannot be attached to any exterior wall or roof surface. They can only be affixed on cinder blocks that rest on the balcony or patio; however, you may not be able to receive an acceptable video signal on the balcony or patio. All units are equipped with cable TV outlets in each room in case satellite service is unavailable.
- ❑ **Pets must be leashed at all times**, and animal waste must be picked up without exception.
- ❑ **Speed limit is 5 miles per hour** throughout Andalusia in order to prevent accidents and injuries. Parents must be with their children at all times when children are playing outside.
- ❑ Andalusia-HOA.org is our web site with important information for all owners. Please familiarize yourself with the important information that is there and note that it is updated consistently.
- ❑ **Our Property Manager is Mark Brading**, who can be reached at Mark@unc.management or by phone 408.229.6000, x207. He provides all services to our community and is the one to be called for any and all emergencies 24x7.

☐ **Our Board of Directors** are as follows:

- Ron Shore - President rshore@oneworkplace.com
- Greg Zarski - Vice President GregoryZarski@gmail.com
- John Burnett - Treasurer john_B_9501@yahoo.com
- Matt Cano - Secretary mcano1107@gamil.com
- Agustin Garcia - Director agarcia@morphodetection.com

- ☐ **Board Meetings** take place routinely on the **fourth Thursday of each month** (except in November and December) at 7PM in the Recreation Center. All owners are welcome to attend any meeting. Time is allotted to answer questions and provide information needed from owners at the start of each meeting.