

Welcome

Brittany Landing the Bay 2020-2021

If you are new to our community—Welcome! To the rest of you--Greetings! To all of you, this letter is full of helpful tips about living at Brittany Landing the Bay (BLB) and an invitation to become involved with the community here.

Know your neighborhood

Property

BLB is a 142-unit planned development built in 1985 with 104 townhouses and 38 condominiums.

Property Management

Like 19 other Harbor Bay Communities, BLB is managed by Harbor Bay Association www.harborbay.org. Suzanne Ashby is our Property Manager: (510) 865-3363 x356 sashby@harborbay.org. Register as a member to access association information online: www.harborbay.org

Homeowners' Association Board of Directors

The Homeowners' Association (HOA) is run by five elected volunteers who serve as directors for a two-year term. The call for candidates goes out in January, followed by elections. Results are announced at an annual meeting, usually the last Tuesday in March. Current board members:

Marian Breitbart President, Carl Fricke VP, Jacob Kriese Secretary and Rick DeKay Treasurer. There is currently a vacancy on the Board.

Stay safe

Harbor Bay Security

The Harbor Bay Security force provides a number of services: performing security checks of your home while you are on vacation, jumping dead car batteries, and contacting homeowners who leave garage doors open. They also deal with vehicles parked in fire lanes and reserved spaces. Be sure to notify Security if vehicles are parked for extended periods in the fire lanes or if you notice any suspicious activity in the neighborhood. Please keep your garage door closed unless attended.

Who to call

Harbor Bay Security
510-865-0417

Alameda Police
Emergency: 911
Other: 510-337-8340

Property Management
3195 Mecartney Road
Alameda, CA 94502
Ph.: 510-865-3363
Fax: 510-522-1436
Hours: M–F, 8am to 5pm

Fix a problem

Repairs

If you see something going wrong on the property, such as clogged gutters, dying trees or plants, problem with your siding, fence or gate, irrigation problems, or a pool issue—please contact the property manager.

Security Issues

If you suffer any loss or damage—such as due to a break-in or suspected mail theft—report the problem to Harbor Bay Security and the Alameda Police Department, so both agencies can stay informed of problems in our area. Management and the Board are notified of security issues when you make a report. Locking mailbox inserts that will fit inside BLB mailboxes are available from MailboxShoppe.com.

Alameda Click Fix

If you see a repair needed outside BLB, (such as street lights, malfunctioning sprinklers, or graffiti) go online to *City of Alameda, Click Fix* <https://alamedaca.gov/submit-request> to request a repair. You should receive a response within 48 hours.

Get involved

Attend HOA Board of Directors Meetings

Last Tuesday of each month, 6:30pm / Harbor Bay Property Management Offices

These meetings give you an opportunity to meet your board members, learn about BLB business, and speak directly to the Board during a designated period set aside for homeowners. If you would like a specific topic included in the agenda, contact the property manager in person, by email or phone.

Attend Annual HOA Meeting

Last Tuesday in March, 6:00pm (typically) / Harbor Bay Property Management Offices

Socialize with your neighbors, learn about the board election results and see presentations on timely topics that affect our community.

Join or start a Volunteer Committee or Task Force

These groups that assist the board of directors on issues and projects. For example, the Sandbox Committee created a sandbox for the kids, the Landscape Committee helps make BLB greener, and the Pool/Social Committee hosts community pot lucks. Contact a board member or the property manager to express your desire to serve. These groups are now active:

- Emergency Preparedness Committee
- Landscape Committee
- Maintenance Committee
- Pool/Social Committee
- Project Architectural Committee (PAC)
- Sandbox Committee
- Private Sewer Lateral (PSL) Task Force

Stay informed

BLB Website

Visit BLB's new website to read community news, relevant updates, information and FAQs at www.brittanylandingbay.org.

Read (or at least skim) BLB documents

By law, buyers must receive a number of documents from sellers:

- Articles of Incorporation
- By-laws
- Covenants, Conditions & Restrictions (CC&Rs)
- Annual Financial Review/Audit
- Board Meeting Minutes
- Association Policies
- Rules & Regulations and Architectural Guidelines

In case of a conflict between the Community and BLB, the more restrictive document applies. Important information and documents are available online at www.harborbay.org in the *Members Only* Section.

Read the Gull's Call

This quarterly community-wide magazine is mailed to Homeowners and usually has an article relative to BLB. The online archives contain back issues. (<http://www.harborbay.org/about/the-gulls-call-archives/>)

Add your name to Both Email Lists

Sign up on the BLB Website under "Stay Informed" and on the HB Website under "Going Green" Email Consent Form or ask the property manager, Suzanne Ashby at sashby@harborbay.org to add your email address to both the BLB email notification list and the CHBIOA email list. BLB emails will keep you informed of Association news and updates while CHBIOA emails will include annual documents, meeting agendas, official minutes and emergency notifications.

Party with your Homies

Gather the family and get to know your neighbors at one of the *Potlucks at the Pool* Parties held over the warm months or join the Pool/Social Committee and help plan additional events to keep the party going year-round.

Use, enjoy, and respect our assets

Pool

The pool is open from April 1st through the end of October; the spa is open all year. Please remember to cover the spa when you leave the area and follow pool rules, which are posted on the HB website. If you lose your key, contact the property manager for a (\$25) replacement key. If you use the pool toys, be sure to put them away when you leave.

Pine Tree Island Sandbox

A children's sandbox, located on Shepardson Lane's 'Pine Tree Island', is a place for the little people to play and their parents to gather. The rules are posted; keep an eye on your kids and be sure to cover the sandbox before you leave.

Front and Side Gates

The front gate is operated with a key code. Contact the property manager to purchase a new gate opener or a key (\$25) for the three side gates.

Parking

In general, residents should park in their garages or designated spot and leave guest spots open for visitors. Current parking rules, updated in 2019, allow residents to park in guest spaces Sunday 6pm to Friday 6pm, except on holidays. See the HB and/or BLB websites or contact the property manager for a copy of the rules.

Common Area Landscaping

All common areas (all concrete and planted areas except the area inside your patio) are under the jurisdiction of the HOA. The Landscape Committee makes recommendations to the Board for annual renovations, as well as for routine landscape maintenance, irrigation, and tree care.

Cagwin & Dorward is our landscape company. The crew is not allowed to take direction from residents. To avoid putting them in an awkward spot, please send all requests to the property manager—the only person authorized to give direction to the landscape company.

Drip Irrigation

The HOA made a considerable investment in a surface drip system installed in 2016. To avoid costly repairs or water shut-offs, please don't walk or place anything on the drip lines. Also, report any problems—breaks, leaks, or dying plants—to the property manager. If you are lucky to live near the new plantings, give them some extra water when the weather is hot and let management know if they are struggling!

Welcome to BLB—we hope you'll get involved in keeping our neighborhood in top shape and making our community stronger. Feel free to contact any one of us with questions!

The Pool/Social Committee

Nastaran Sohrabi, Chairman	nastaranzsp@gmail.com
Bob Hardman	rehardman@sbcglobal.net
Holly Larsen	hollylarsen99@att.net
Kathy Fricke	kathygfricke@gmail.com
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