

WELCOME LETTER  
UNIVERSITY TERRACE HOMEOWNERS ASSOCIATION (UTHOA)  
BOARD OF DIRECTORS

Dear New Residents,

Welcome to University Terrace! We hope you will enjoy living here. The purpose of this letter is to inform you about our homeowners association, property management company, and financial management company; to encourage you to become familiar with the CC&Rs; and to point you in the direction of useful information about University Terrace.

THE HOMEOWNERS' ASSOCIATION AND ITS BOARD OF DIRECTORS

University Terrace (UT) is a common interest development governed by a board of directors. It is important to understand that UT homeowners are the Association and that your monthly Association dues pay for all maintenance, repairs, and operating costs incurred by the University Terrace Homeowners Association (UTHOA). At the UTHOA Annual Meeting each April, five to seven homeowners are elected by the Association membership to serve on the Board of Directors. As the elected governing body of the Association, the Board of Directors is responsible for ensuring its sound management and operation. For more information about the Board, go to the UT website, <http://learning.berkeley.edu/ut/board.htm>.

PROPERTY MANAGEMENT COMPANY

Willis Management Group, Inc. (WMG) provides property management services for the UT community. Direct all maintenance and policy inquiries to WMG, after checking the UT website's page on what's covered: <http://learning.berkeley.edu/ut/propmgmt.htm>. Dina Varellas, our property manager, can be reached at (925) 828-7150 between 9am and 5pm, Monday through Friday. Dina's extension is 104. If you would prefer to email your customer service or work order request, you can reach Dina at [dvarellas@willismg.com](mailto:dvarellas@willismg.com).

WMG is also on call 24/7 for maintenance emergencies related to the Association. The same telephone number ((925) 828-7150) is used for emergencies.

Note: To report a crime or fire, dial **911**.

FINANCIAL MANAGEMENT

Financial inquires (dues/assessments) should be directed to Account Management Solutions -- (925) 691-9168, (925) 827-9052 (fax), or [info@amsbookkeeping.com](mailto:info@amsbookkeeping.com).

## THE CC&RS

All UT homeowners and renters are bound to adhere to the rules and regulations governing this community detailed in the Declarations of Covenants, Conditions and Restrictions (CC&Rs) each homeowner received during escrow. Among other matters, the CC&Rs contain regulations concerning the number of months in a three-year period you can rent your unit; which maintenance responsibilities fall to the homeowner's association and which fall to the owner; noise restrictions; the number of allowable pets per household; and selling price and resale restrictions. The CC&Rs also contain information on the role of the Architectural Review Board. We would also like to remind you that if you are renting your unit, it is the homeowner's responsibility to notify renters of the CC&Rs.

A pdf file of the CC&Rs can be found on the UT website: <http://learning.berkeley.edu/ut/board.htm>. Check near the bottom of the page.

## USEFUL INFORMATION ABOUT UT

The University Terrace website, <http://learning.berkeley.edu/ut/index.htm>, is developed and maintained by UT homeowner Dianne Walker. This ever-evolving site covers most homeowners' most frequently asked questions. Below are some of the links that will help you settle into UT and become part of our community.

### 1. How do I stay current with UT-related information?

*Subscribe to the UT listserv:*

<http://learning.berkeley.edu/ut/listserv.htm>.

*Listserv members receive informal updates about UT business and activities from the UTHOA Board. The listserv is a useful vehicle for polling UT residents for information and advice regarding community resources and issues. It is also a way to post announcements that may be of interest to the UT community. In order to post an announcement to the listserv, you must be subscribed.*

### 2. I'm planning modifications to my unit or patio area. Do I need approval?

*The Architectural Review Board (ARB) accepts proposals for architectural modification from homeowners year-round. These modifications fall into three broad categories:*

- a. Interior alteration to the unit or building systems (electrical, plumbing, floor plan, etc.);
- b. Exterior modification or addition (windows, doors, decks/patios); and
- c. Interior remodeling for resale credit only.

*When reviewing a proposal, the ARB takes into account anything that could harm the structural integrity of the building, whether the work proposed would be considered an "improvement" by most people, whether the change is permitted by the CC&Rs (for example, no hardwood floors directly over another unit's living space), and how difficult it would be to remove. Article 16 of the CC&Rs gives more detailed information on the guidelines of the ARB. A link to Board-approved bylaws updating the CC&Rs regarding patio plantings and modifications can be found on the "Committees" page of the UT website, under "Architectural Review Board,"*

*<http://learning.berkeley.edu/ut/committees.htm>.*

*Remember that proposals are due 45 days prior to the commencement of work. A copy of the application can be found on the Committees page of the UT website, under "Architectural Review Board,"*

*<http://learning.berkeley.edu/ut/committees.htm>. Please note that the ARB now requires you to submit four (4) copies of the application, plans, and drawings for each proposal. Email Michael Riemer ([riemer@ce.berkeley.edu](mailto:riemer@ce.berkeley.edu)), Chair of the ARB, when you are getting started.*

3. How do I deal with trash, recycling, composting, and general hard-to-get-rid-of stuff?

The UT website's "A-Z Help" page,

*<http://learning.berkeley.edu/ut/help.htm>, has links for Donations, Garbage, Plant Debris, Recycling and Refuse, and Trash, including how to get your service started with the City of Berkeley.*

*Briefly, units in Buildings One through Eight) have individual trash bins provided by the City of Berkeley. People living in Building Nine (the old schoolhouse) exclusively use the locked, enclosed area on the northwest side of the building. The locked, enclosed area on the southwest side of Building Nine, however, may be used by all residents for approved recycling. The trash bins next to the mailboxes scattered around the complex are not meant for homeowner trash, but rather for junk mail and other unwanted items from the mailboxes. The large green bins marked*

*"Plant Debris" are for the results of garden cleanup as well as anything you'd compost, e.g., food scraps, coffee grounds, and pizza boxes.*

4. Where can I park my car?

*You are assigned one UT parking stall according to the documents filed with the City and the County. Your space is considered a private area and cannot be changed. Residents may not park anywhere on UT property other than in their designated space.*

5. There are two vehicles in my household. Where can I park the second one?

*From the west side of California Street westward, there is unlimited parking (i.e., no time or day restrictions other than for street cleaning). From the east (UT) side of California Street eastward and around the perimeter of UT, there is two-hour parking between the hours of 8am and 7pm, unless you have a "C" area permit parking. Call the Permit Division at 981-7200 for more information or check the City of Berkeley website for the Residential Preferential Parking program, <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=6272>.*

6. Is there parking for guests?

*Yes, there are two options:*

- a. UT has three guest spaces (marked "UTHOA Guest Parking") at the North end of Jefferson Street. This guest/visitor parking is intended to be used for short-term parking by guests of UT residents and by service people who have legitimate business in the complex. It is NOT intended as parking for second vehicles, for boarders, or for visitors staying longer than three days.*
- b. Residents may purchase visitor on-street parking permits for one-day or fourteen-day periods from the City of Berkeley Finance Department. Fourteen-day permits must be purchased individually, as needed, up to a maximum of three during the permit year, at a cost of \$20 each (as of this writing). One-day permits may be purchased in advance up to a maximum of 20 permits per year, at a cost of \$2 each. Call the Permit Division at 981-7200 or their check its website, <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=6272#visitor>, for more information.*

7. Is there parking for handypeople working in my unit?

*Space # 21 in front of the UT Tool Shed is designated as parking for maintenance and service vehicles for vendors providing service to UTHOA. Non-maintenance vehicles will be towed at the vehicle owner's expense.*

For much more information about parking and towing, please refer to the "Parking @ UT" page on the UT website, <http://learning.berkeley.edu/ut/parking.htm>.

8. How do the mailboxes work?

*If you find a key inside your individual mailbox, it means a parcel or an over-sized envelope has been mailed to you. The "parcel" boxes are the two larger ones, and have a "one-way" key: once you unlock the box, the key remains inside the lock until the postal carrier removes it.*

*Your out-going mail should be dropped into any U.S. Postal Service box (one is located on the southeast corner of California Street and University Avenue).*

9. What's the procedure for using the Commons Room and the picnic area on the big central green?

*The "Commons Room" page on the UT website, <http://learning.berkeley.edu/ut/commonroom.htm> explains our guidelines for usage, including the reservation system.*

10. I have pets. Anything I need to know?

*Our CC&Rs allow a maximum of two pets per household. In consideration for your neighbors, especially children, we ask that in the common areas you walk your dogs on a leash and pick up after them. Please keep your pets out of the Tot Lot area.*

CONCLUDING REMARKS

Again, the Board of Directors of University Terrace welcomes you to the UT community. We hope you will attend a Homeowners' Forum to meet your neighbors and Board members, inform yourself about the operation of your Association, listen to the ideas and concerns of fellow residents, and express your views. The Forum begins at 6pm prior to each regularly scheduled Board meeting. Board meetings are usually held quarterly on the third Wednesday of the month and are announced in advance by the Board President via the UT listserv. We look forward to welcoming you in person!

Sincerely,

UTHOA Board of Directors