

Balfour Beatty Communities

Neighborhood Mayors



Presented by
Balfour Beatty Communities Management Office



Hours of Operation

- Balfour Beatty Communities Leasing Office** **602 Juniper Street**

phone#: 805-734-1445 fax#: 805-734-1433

Mon, Tues, Thurs, Fri: 8 am - 5 pm

Wednesday: 8 am - 7 pm

Saturday: 8 am - 4:30 pm

Sunday: 8 am - 4:30 pm

- Facilities Maintenance Office & Self Help** **603 Juniper Street**

phone#: 805-734-1672

Monday – Friday: 7:30 am - 4:30 pm

Saturday: 8 am - 12:00 pm

Sunday: CLOSED

How and Whom to Contact: Office Contact Number is 805-734-1445

<u>Neighborhood</u>	<u>Resident Specialist</u>	<u>Email</u>
▣ Alcala	Rebecca Callan	rcallan@bbcgrp.com
▣ Altimira	Francesca Kesteren	fkesteren@bbcgrp.com
▣ Capistrano	Rudy Flores	rflores@bbcgrp.com
▣ El Camino Real	Christy Hudson	chudson@bbcgrp.com
▣ La Purisima	Francesca Kesteren	fkesteren@bbcgrp.com
▣ San Miguel	Bernadette Pennetta Simpson	bpennettasimpson@bbcgrp.com
▣ Santa Inez	Rebecca Callan	rcallan@bbcgrp.com
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▣ Community Manager	Christy Hudson	chudson@bbcgrp.com
▣ Facility Manager		
▣ LifeWorks Coordinator	Brandi Lytle	blytle@bbcgrp.com

Meet the Mayors

<u>Neighborhood</u>	<u>Mayor</u>	<u>Email</u>
▣ Alcala:	Melissa Mignery	alcalamayor@gmail.com
▣ Altimira:	Kevin Ryan	kryan84@yahoo.com
▣ Capistrano:	Eric Neal	e.neal83@gmail.com
▣ El Camino:	Nicole Clark	
▣ La Purisima:	Dawn Scott	illibrium@yahoo.com
▣ San Miguel:	Jonathan Zysett	jonsiwel@Hotmail.com
▣ Santa Inez:	Sarah Landry	sarah.landry2011@hotmail.com

** Now Accepting Nominee Requests*

Reporting Process

- All issues should be addressed to the neighborhood Resident Specialist via email or in hard-copy format, with the Community Manager “Courtesy Copied”.
- Any Urgent issues regarding maintenance should be reported to Ivan Cruz, Facility Manager immediately, with the Community Manager “Courtesy Copied”.
- Emergency or Urgent issues should never wait for the Mayor’s Meeting and should be brought to our attention immediately.
- Balfour Beatty Communities manages policy and property. Criminal activity / harassment should first be reported to Security Forces, with the Community Manager “Courtesy Copied”.
- Mayors must make every effort NOT to get in the middle of neighbor disputes unless absolutely necessary. If this is the case, Mayors must report the issue to Community Manager promptly.
- Any matters to arise in any neighborhood that may interfere with the overall quiet enjoyment or operation of the neighborhood should be brought to the Community Manager’s attention promptly.
- Mayor Meetings will be used as a forum to address neighborhood concerns, submit project requests or discuss ideas to improve communication between BBC, Mayors and Residents.
- Mayors may submit topics to be added to the “Agenda” for discussion at the Mayor Meetings by submitting them to Community Manager.

BBC & Mayor Partnership

- ▣ Serve as a Liaison between BBC and the Residents
- ▣ Be our Eyes and Ears
- ▣ Follow and Support Community Policies
- ▣ Lead by Example
- ▣ Work with BBC to improve your Neighborhood
- ▣ Be the “Cheerleader” for your Neighborhood
- ▣ Attend All Mayor Meetings & Town Halls
- ▣ Assist with ‘Yard of the Month’ process

- ▣ **TEAMWORK!** Together, we will accomplish more!

Yard of the Month

- Mayor selects three (3) nominees for 'Yard of the Month' (based on front and back yard appearance and originality).
- Nominations need to be submitted no later than third Friday of each month to Lifeworks Coordinator (LWC), Brandi Lytle at 805-734-1445 or blytle@bbcgrp.com.
- If nominations are not received by the third Friday, the Resident Specialists will select the nominations and the LWC will email the voting ballot. The LWC places signs in the winner's yard, if available.
- Residents may not have consecutive wins. Every other month is acceptable.

Mayor Perks!

- Mayors receive a FREE Cleaning upon move-out! *
- Mayors receive Kudos for helping to improve your Neighborhood!
- Mayors receive Bragging rights during Neighborhood Contests!
- Mayors receive FREE FOOD (judges during taste-testing)!

* *This includes normal wear & tear on the interior only. ALL personal belongings and trash must be removed from in and around the home prior to final inspection. Free cleaning does NOT include carpet, appliance or structural damage or neglect to yards, flower beds or dumpsters*