



## August Newsletter – 2018 | Los Angeles, CA



BOARD OF DIRECTORS	MANAGEMENT
<p><b>Board President:</b> Irv Weintraub <b>Vice President:</b> Lenore Kayne <b>Treasurer:</b> David Leveton <b>Secretary:</b> Nate Nahmias <b>Member at Large:</b> Steven Good</p>	<p><b>General Manager:</b> Eli Bar <b>Phone:</b> 310-474-0649 <b>Email:</b> ebar@actionlife.com</p> <p><b>Manager Assistant:</b> Rocky David <b>Phone:</b> 310-474-0649 <b>Email:</b> rdavid@actionlife.com</p> <p><b>Operations Manager:</b> Josh Cieszynski <b>Phone:</b> 310-474-0649 <b>Email:</b> jcieszynski@actionlife.com</p>

## Have you setup your Vivo portal account?

### VIVO Portal:

The VIVO portal allows homeowners the ability to:

- Pay assessment online
- Enroll in the Automatic Recurring Payment option
- Check your account status
- Submit work orders
- View documents and more

### SETTING UP YOUR VIVO ACCOUNT:

- Visit [www.vivoportal.com](http://www.vivoportal.com)
- Below the log in box, click on "Don't have an account?" to begin setup
- Enter your first and last name as it appears on the enclosed statement
- Enter your 12-digit account number as it appears on the enclosed statement

---

## WELCOME TO THE CARLYLE FAMILY

Due to unforeseen circumstances, we are down a few team members at the moment. For the time being, we have paired with California Valet Parking and appreciate their assistance. We are currently in the process of conducting interviews and the following are our newest team members!

- **Keydi Orellana** (Personal Touch)
- **Luis Tabora** (Lobby Ambassador/Valet)
- **Kevin Gonzalez** (Lobby Ambassador/Valet)



*“The strength of the team is each individual member. The strength of each member is the team.”*

## Building Updates and Announcements

- Our outdoor landscaping company, Bright View Services, have completed all tree and plant trimming service around the exterior of the building.
- The issue with Google Maps has been resolved! After reaching out twice, we were able to get in touch with Google who was able to resolve the discrepancy. Thank you for bringing it to our attention and please continue to do so when issues arise in the future.
- Due to the extreme heat recently, some flowers in the front drive area have recently been replaced!
- There are multiple units undergoing renovation work in the building so you may hear some noise emanating from those units. We will do our best to alert you if there are portions of work that will be especially noisy, so you may make plans accordingly
- As a reminder, contractor working hours in the building are Monday-Friday 9am-5pm (expect for major holidays)
- If there are specific questions regarding certain units, please let Management know and we will reach out to the General Contractor and do our best to get answers.
- Leak Protection System: These systems have been ordered and we will arrange installation once they arrive

## Fire/Life Safety Training- ADDITIONAL RESIDENT TRAINING- Thursday August 23rd

8/23/2018:

- **Resident Training-6:00pm (Salon)**

Do you know how to evacuate your home in the event of a life threatening emergency such as a fire or earthquake? Plan on attending an additional resident emergency procedures training class hosted by Sure-Path where they will go over every action you would need to take to keep yourself and loved ones as safe as possible. Following feedback from the most recent board meeting, this class is centered on answering all your questions and concerns about what to do in an emergency

## Fitness Center Update

- This past week, treadmill #3 was repaired
- One workout bench has torn leather on the back padding. We ordered a replacement part and are waiting for it to arrive.
- If you notice anything out of the ordinary, please contact the front desk right away to place a work order.

## Common Area Etiquette Reminders

### Pet Etiquette

- All pets must be carried by hand when entering or exiting the building through the front of the lobby.
- For pets that are not carried, please walk them through the side exits of the building, using the East or West gates.
- All pets must be kept in a container or on a leash when in permitted common areas at all times, with leashes not more than 4 feet in length.
- Pets must not be left unattended on terraces or common areas or tied to exterior structures.
- Pets are not allowed in the pool area.

### Elevator Etiquette

- Please remember the single-ride policy when taking the elevator up from the ground level to your unit.
- Please do not hold the elevator without pressing your desired floor to prevent unexpected visits to your neighbor's unit.
- Please also remind your guests to press the G button as soon as they enter the elevator to come down to the lobby level. This will help to prevent anyone stopping on an unwanted floor before getting to lobby level.

### Amenity Reservations

- Please reserve common areas in advance of your gatherings in order for us to provide the best possible service and to coordinate other residents' events as well.
- The holiday season is just around the corner so please reach out to [rdavid@actionlife.com](mailto:rdavid@actionlife.com) with a completed Recreational Facilities Agreement and your holiday party plans so we can confirm on the building amenity calendar.
- When you need to reserve a time for the Pilates Machine in the fitness center, please contact the front desk and they will be happy to assist you.

### Neighborhood News

Click this link to see all current Metro link work updates – purple line extension:

[www.metro.net/projects/westside](http://www.metro.net/projects/westside)

Exciting things happening around Westwood and LA

Local Westwood Events: [www.thewestwoodvillage.com/calendar](http://www.thewestwoodvillage.com/calendar)

Food & Wine, Los Angeles Times | The Taste 2018 LA:

<https://www.eventbrite.com/e/los-angeles-times-the-taste-2018-la-tickets-46946372865>

Check out these links for more options:

- <http://www.laweekly.com/calendar>
- [www.discoverlosangeles.com/what-to-do/events](http://www.discoverlosangeles.com/what-to-do/events)
- [www.timeout.com/los-angeles/events-calendar](http://www.timeout.com/los-angeles/events-calendar)