



Bell Canyon Escrows: FAQ

Q: How do we submit an escrow demand?

A: All escrow demands are processed through CondoCerts. The Association name for the demand is simply Bell Canyon Association.

Q: How do I check the most recent dues paid on a property?

A: Simply call the BCA Office at 818-346-9879, 7:30AM - 5PM, Monday-Friday. Lulu, Jenni, or Bri can all help you check on a property's account balance.

Q: What does the HOA Office require for new owners?

A: In order to add a new owner to the list for community entry or change an ownership record, the office must have a **copy of the signed grant deed showing the owner's name**. This does NOT have to be the recorded version; you can email deeds to lulu@bellcanyon.com as soon as they have been signed. If the property is now owned by a trust or LLC, the office will also need a copy of the paperwork naming trustees or business agents.

Q: How can new owners get their vehicle transponders, online gate accounts, and new owner HOA paperwork?

A: New owners will need to stop by the HOA Office as soon as possible to fill out their new owner forms, receive their information packets, and purchase vehicle transponders. For **each vehicle they wish to register to the property**, they will need to provide a copy of the vehicle registration and a check or cash for \$20. Gym access fobs and tennis court fobs can also be purchased at that time; these are also \$20 each. **The HOA Office cannot accept credit or debit cards.** The office is open from 7:30AM - 5PM, Monday-Friday, and new owner appointments generally take between 45-60 minutes. Please remind your new owners of this so they can plan appropriately.