



Bell Canyon Escrows: FAQ

So you're ready to enter into escrow on a Bell Canyon property. Congratulations! We can't wait to help you make your Canyon dreams a reality. Escrow companies often miss essential steps when dealing with Bell Canyon properties, which can lead to delay or miscommunication; the answers below are helpful for both purchasers and escrow companies, and they're a handy tool for realtors to manage client expectations during the closing process.

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, 8AM - 4PM, Monday- Friday. Lulu, Jenni, or Bri can all help you check on a property's account balance.

Q: What does the BCA 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 BCA 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 opadmin@bellcanyon.com as soon as they have been signed. If the property will be owned by a trust or LLC, the office will also need **a copy of the paperwork naming trustees or business managers/members**. Along with the grant deed, please also send a good email address (or addresses) for the new owner(s).

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

A: New owner paperwork will be **emailed to the new owner(s) at the email(s) provided** no later than one business day after a grant deed is received. We recommend that this paperwork be filled out and returned by email reply as soon as possible. Once the returned, completed new owner paperwork has been received and entered, the **Home & Guests** online guest list account setup links will be issued.

New owners will also need to stop by the BCA office as soon as possible to receive additional information packets; gym access fobs and tennis court fobs can also be purchased at that time. Fobs are \$20 each and can be paid for by cash or check only. **The BCA office cannot accept credit or debit cards.** The office is open from 8AM - 4PM, Monday-Friday, and new owner appointments generally take between 45-60 minutes. Please remind your new owners of this so they can plan appropriately. The BCA office is located within the Bell Canyon Community Center at 30 Hackamore Lane, Suite 8, Bell Canyon, CA 91307. From the Entry Station, take Bell Canyon Road to the first stop sign (Hackamore Lane), then turn right. The Community Center will be located up the hill, on the right, across the street from Baymare Lane. The BCA office is in the back right corner of the inner courtyard—please come on in!

Q: I'm a new owner—how do I get a transponder?

A: The New Owner Paperwork email will also contain the online link to **register vehicles for a transponder appointment**. Transponders are installed onto the vehicles at the Entry Station by prior appointment only. When making a transponder appointment, please be prepared to submit a picture of the vehicle's license plate and registration online; you may also pay for the transponder online at the time of registration. Otherwise, you will need to stop by the BCA office no later than 11 AM on the day of your appointment and pay for each appointment with either cash or a check for \$20.