

**NAVAL BASE VENTURA COUNTY
MILITARY FAMILY HOUSING HANDBOOK**

APPENDIX "A"

Chapter I — Base Regulations

PERSONAL PROPERTY AND STORAGE

You may arrange for the movement of your household goods at the Naval Base Ventura County Personal Property Office, which is located in the Naval Base Ventura County Welcome Center, Building 1169 at Port Hueneme, California.

Commercial (805) 982-4099 or 4102

DSN 551-4099 or 4102

**CONDITIONS FOR LOSS OF ELIGIBILITY FOR MILITARY
FAMILY HOUSING**

5. Exceptions may be made for situations involving extended deployment of the military member.
8. Individuals evicted from Military Family Housing will be ineligible for further assignment to government quarters.

REASSIGNMENT OF QUARTERS

Those E-6 personnel who are living in either Midway Estates or Pearl Court apartment style units may request to relocate at their own expense to a townhouse style unit upon notification of selection to E-7. E-1 through E-6 residing at Midway Estates or Pearl Court who wish to have a pet you may relocate to another housing unit where pets are allowed only after living in Midway Estates or Pearl Court for a three year period.

Families are eligible to have one child per bedroom. Upon submission of a completed application, your name will be placed on the appropriate waiting list. You will only be offered one housing unit, if you decline the offer your name will be removed from the waiting list.

NOTE: Prior to being reassigned there will be one unannounced "Health and Comfort Inspection" of your quarters. Failure to pass this inspection will also result in the removal of your name from the waiting list and subject to other unannounced "Health and Comfort Inspection" by this Command.

NOTE: If you previously resided in government quarters and vacated quarters, you are ineligible to place your name back on the waiting list for 9 months from the date of vacating quarters. Also, if you used a courtesy move to move your household goods into base housing the first time you moved in, you are not eligible for a second courtesy move.

SECURITY REGULATIONS AND INFORMATION

FIREARMS/WEAPONS - See the Naval Base Ventura County Firearm Regulation.

BICYCLE/SKATING HELMETS – Bicycle helmets are required for all cyclists, scooter operators, and skaters including children in safety seats.

LOCKED OUT OF QUARTERS

If you become locked out of your quarters during normal business hours the Housing Office Staff will provide you proper access. For after hour lockouts including weekends and holidays, please contact the Family Housing Service Desk. The cost for a lockout is approximately \$100.00, which is the rate comparable to that on the economy and chargeable to the resident.

GUESTS

Please understand your guests are welcome to stay no longer than 30 days per year. Guest awaiting bona fide dependency status are not permitted to remain in your quarters for more than the thirty consecutive days. Note: Homeless individuals or individuals residing within the Ventura County Area are not permitted to be a guest in your Military Family Housing quarters for more than seven days.

FOSTER CARE – EXCHANGE STUDENTS

Exchange students will not change your family composition and qualify you for an increase in bedroom entitlement.

Chapter 2 --- Neighborhood Rules

CHILDREN

Please see copies of Command's Letters entitled "Supervision of Children" and "Curfew Hours for Juveniles."

AUTOMOBILE MAINTENANCE

Please see the "Energy Conservation" section of this handbook.

PETS

No dogs or cats are allowed in the Midway Estates and Pearl Court housing areas, parks and playground areas.

**YOU MUST PROVIDE THE FAMILY HOUSING OFFICE WITH COPIES OF YOUR
PET REGISTRATION FORMS AND OTHER DOCUMENTATION!**

**RECREATIONAL CENTERS – Port Hueneme *Only*
PEARL COURT AND MIDWAY ESTATES AREAS**

Reservations for the recreational centers are taken on a “FIRST COME, FIRST SERVE SIGN IN BASIS ONLY” at the Port Hueneme Family Housing Office. Remember this must be done in person! A “Power of Attorney” is required by the spouse to reserve the recreational centers.

- a) Recreational Centers may be reserved on a daily basis during the week or for an entire weekend.
- b) Keys are issued from the Housing Staff at the Recreational Center on the date and time established for reservation.
- c) Reservations will be taken one month prior to the date that the keys will be picked up for the requested day.
- d) One month prior means the same day on the previous month regardless of the number of days in the month. If your one month prior date falls on a weekend or a day the office is closed, reservations must be made the Friday or last work day before the one month prior date.
- e) The Recreation Centers cannot be used on the New Year’s Holiday or New Year’s Holiday weekend.

EXAMPLES:

If you want the Midway Recreational Center for a “Sunday Brunch” on 23 August, you would have to come to the Family Housing Welcome Center to reserve the center on 21 July. Why, you ask? Because we reserve for the entire weekend, and you would have to pick up the keys for the weekend on Friday, 21 August. Thus, your reservation date would be 21 July.

If you wanted the Pearl Court Recreational Center for a “Hoe Down” on Saturday, 4 July you would have to come to the Family Housing Welcome Center to reserve the center on 2 June. Why, again you ask? Because Friday, 3 July would be a holiday – which means you would have to pick up the keys for your weekend on 2 July. Thus, making your reservation date 2 June.

Chapter 3 --- HOUSEHOLD RESPONSIBILITIES

HOUSEHOLD MAINTENANCE

CARPET – Per the check in agreement, government installed carpet will be professionally cleaned, sanitized and deodorized, not more than seven days before the final termination inspection date. A receipt must be provided upon final inspection.

The resident is responsible for a professional spraying for fleas inside and outside of the military housing unit upon termination from the unit.

GROUNDS MAINTENANCE

For safety reasons, shrubs and bushes must be trimmed at or below the banding line-which ever is deemed appropriate by the resident. For units without banding lines, shrubs and bushes must be trimmed at or below the lower windowsills.

NOTE: No low growing trees or shrubs are allowed to grow within the patio areas of Midway Estates or Pearl Court Housing Areas. Please call the Service Desk to have them removed the low growing tress and shrubs.

ENERGY CONSERVATION

The washing of automobiles in carports, driveways, etc., are not allowed in the Naval Base Ventura County, Family Housing areas.

TRASH COLLECTION

Please see attached flyer on Trash Collection for the Naval Base Ventura County, Family Housing areas.

(Port Hueneme Only) -- Trash items sitting alongside of your trash receptacle or dumpster areas will not be picked up unless you have made prior arrangements with the Housing Welcome Center. Items such as mattresses, box springs, old couches, furniture, miscellaneous trash bags/boxes, etc. will be picked up on Thursday if you have called in for a special pick-up by Tuesday at 1600 hours. Call the Family Housing Office at 982-4321 for your special pick-up and remember to place your items on the curb or next to the trash container by 0700 hours on Thursday.

REMEMBER, THE DEADLINE TO CALL IN FOR SPECIAL PICK-UP IS TUESDAY AT 1600 HOURS.

CABLE SERVICE

All housing units are wired for cable television. Satellite dishes are not permitted without prior written approval from the Family Housing Office (Area Housing Manager). Satellite dishes if approved will be free standing and not attached to the house or government provided fence. They will not be over 18" in diameter and must be removed prior to termination of military family housing this includes all wiring and cable. Reference (see page 15) – Alterations.

CABLE PROVIDERS

Camarillo and Point Mugu Housing Areas

Communication Services (805) 983-6242

Port Hueneme Housing Areas

Adelphia Intercable Service (805) 485-7774

TELEPHONE SERVICE

VERIZON Linklin Service provides the primary local telephone service for the Naval Base Ventura County, Military Family Housing Areas. They can be contacted at 1-800-483-4455. Any phone problems experienced outside of your housing unit should be addressed to VERIZON Linklin and problems experienced within the home should be called into the Service Desk

MAIL SERVICE

Cluster mailboxes are located within the housing areas of Catalina Heights, Bruns Park, Pearl Court and Midway Estates. All other military housing resident will have their mail delivered directly to their housing unit. Resident of Pearl Court and Midway Estates family housing areas will be issued keys to their mailbox at the time of assignment.

In order for residents of Bruns Park housing area to receive mailbox or have any problems therewith, please visit the United States Postal Service located at 560 E. Pleasant Valley Rd, Port Hueneme, California, or call 1-800-275-8777.

If you live on base at Point Mugu or Port Hueneme and experience problems with your mailbox, the Service Desk for needed repair. If your mailbox key is lost, you will be charged approximately \$100.00 to replace the key and replace the lock.

In order for residents of the Catalina Heights housing area to receive mailbox keys or have any problems therewith, please visit United States Postal Service located at 2150 Pickwick Drive, Camarillo, California or call 1-800-275-8777.

PEST CONTROL

For infestations of pests that are beyond resident capabilities and require professional control measures, call your Naval Base Ventura, Family Housing Office Area Manager at (805) 982-4321.