

May 2016

# THE HIGHLANDS

www.MyHighlandsHOA.com

Professionally Managed by Keystone Pacific Property Management, Inc. - 16775 Von Karman, Ste. 100, Irvine, CA 92606



## INTRODUCING HIGHLANDS NEW WEBSITE!

Homeowners take a moment to review our new website full of great information with a new fresh look. Sign up to receive Eblast with important information through out the year.

WWW.MyHighlandsHOA.com

## MEMORIAL DAY POOL PARTY

Kick-off the summer at the Highlands' annual pool party on Monday, May 30, 2016 from 2:00 p.m. to 5:00 p.m. Meet your fellow residents and Board members. Food and beverages will be served.



## PAINTING

Is your house in need of a fresh coat of paint? Check out the colors available at the bulletin board at the pool. Talk to your attached neighbor about whether you would both like to make the change. Please remember that a Paint Declaration and applicable forms are required before you begin your paint project.



## FLAG ETIQUETTE

Memorial Day (May 30), Flag Day (June 14) and Independence Day (July 4) are just around the corner and the Board encourages all homeowners to proudly fly our country's flag. The Flag Code has been adopted by Congress to guide every American in how to properly display and care for our flag. If you want to read the full text of the Code, you can find it at [www.ushistory.org/betsy/flagcode.htm](http://www.ushistory.org/betsy/flagcode.htm).

### BOARD OF DIRECTORS:

**President:** Hugh Chewning  
**Vice-President:** Don Geller  
**Treasurer:** George Malouf  
**Secretary:** John Baker  
**Member-at-Large:** Neil Matsui

### UPCOMING BOARD MEETINGS:

**May 26 & June 23, 2016**  
**6:30 P.M. @ Turtle Rock Community Center**  
1 Sunnyhill  
Irvine, CA 92603

*The final agenda will be posted at the bulletin board in the pool area. You may also obtain a copy of the agenda by contacting management at 949-838-3218.*

**WEBSITE ADDRESS:**  
[www.myhighlandshoa.com](http://www.myhighlandshoa.com)

### IMPORTANT NUMBERS:

**ASSOCIATION MANAGER:**  
**Lisa Munson**  
Phone: 949-838-3218  
[lmunson@keystonepacific.com](mailto:lmunson@keystonepacific.com)

**Emergency After Hours: 949-833-2600**  
Fax: 949-833-0919  
[lmunson@keystonepacific.com](mailto:lmunson@keystonepacific.com)

**COMMON AREA ISSUES:**  
**Scott Stubbs**  
Phone: 949-430-5808  
[sstubbs@keystonepacific.com](mailto:sstubbs@keystonepacific.com)

**BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:**  
Phone: 949-833-2600  
Fax: 949-833-0919  
[customer-care@keystonepacific.com](mailto:customer-care@keystonepacific.com)

**INSURANCE BROKER:**  
State Farm General Insurance Company  
Phone: (714) 289-1778

**CITY OF IRVINE**  
Phone: (949) 724-6000

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## May 2016 REMINDERS

- **Keystone Pacific Closed in Observance Memorial Day - Monday, May 30th**  
  
For after-hours association maintenance issues, please call 949-833-2600 to be connected with the emergency service line. Please call 9-1-1 for life-threatening emergencies.
- **Street Sweeping Day - 2nd and 4th Wednesdays**
- **Trash Pick-Up Day - Friday (Saturday after a holiday)**  
Please remove trash cans from the common areas after this day.
- **Upcoming Board Meetings**  
May 26 & June 23, 2016

### SIGN UP FOR THE ACH PROGRAM

Save time and money and never miss a payment again! Sign up to have your assessment payments automatically debited from your checking or savings account. Please call Customer Care at 949-833-2600 or send an e-mail to [customercare@keystonepacific.com](mailto:customercare@keystonepacific.com) to request an ACH application.



### EXISTING NON-CONFORMING STRUCTURES

The Architectural Committee shall have the authority to recommend and the Board shall have the authority to approve a Variance. Such approval may include mitigating measures or materials not otherwise required or allowed by the contents of the Standards. Existing non-conforming structures or uses shall not be grounds for the granting a Variance.

### ALERT TO ALL HOMEOWNERS!

Remember to lock your doors, windows and cars. There has been recent vandalism to homes and cars. Keep an eye out and report anything suspicious to the Irvine Police Department at 949-724-7000. Whenever possible, it's best to park your car in the garage, and keep the garage door closed.

### ARCHITECTURAL APPLICATIONS

The Board would like to remind our homeowners that prior to any repairs, or any exterior modifications are made to your homes that involve adding or removing any features or elevation, repainting, or the replacement of any windows or doors, you must first submit an application to [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com) and receive approval from the Architectural Committee.

### WWW.MyHighlandsHOA.com

Visit the community website to:

- Obtain the Architectural Standards
- Submit maintenance requests and address changes
- Get the latest community news and updates
- Obtain minutes, newsletters, policies and much more!

Should you have questions about the information you see on the community website or if you would like to see something added, please contact Management.

