

June 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!

Take a moment to review our new website full of great information with a new fresh look. Take a look now and sign up to receive eNews to get important Association information via email. See the top right corner of the new website, your privacy is protected and you'll get community news quicker while helping the Association save money.

www.myhighlandshoa.com

PLEASE PICK UP AFTER YOUR PET

It doesn't take much to remember that we have pets in our Community. In fact, if you don't watch your step, your liable to step in one such reminder! Besides, being unsightly and smelly, animal waste can be hazardous to the health of our children who play in the community and other pets. One of the most common form of disease transmission between dogs is through fecal matter. When walking your dog in our community, remember that it should be leashed. Also, it is important to remember to immediately clean up after your pet. Take along a baggie with you to pick up waste with and then dispose of it properly. By taking a few simple steps to clean up after your pet, you can contribute not only to the beautification of our community, but also towards the elimination of one of the most irritating nuisances in our community. **Thank you for your cooperation!**



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.



BOARD OF DIRECTORS:

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

UPCOMING BOARD MEETINGS:

June 23 & July 28, 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

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:
Lisa Munson
Phone: 949-838-3218
lmunson@keystonepacific.com

Emergency After Hours: 949-833-2600
Fax: 949-833-0919
lmunson@keystonepacific.com

COMMON AREA ISSUES:
Scott Stubbs
Phone: 949-430-5808
ssubbs@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:
Phone: 949-833-2600
Fax: 949-833-0919
customercare@keystonepacific.com

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

CITY OF IRVINE
Phone: (949) 724-6000

June 2016 REMINDERS

- 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
June 23 & July 28, 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 to request an ACH application.



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.

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.

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 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.



**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

Dear Homeowner:

The Annual Election will be held in September 2016. If you are interested in serving on the Board, please complete this application and return it to KEYSTONE PACIFIC PROPERTY MANAGEMENT, INC. at the office address displayed below, by **5:00 PM on Lwpg'52.'4236**.

Please type in the information requested below.

NAME: _____

(Please note: Be sure to complete and return verification information on page 2 of this application)

**Candidacy statement needs to be kept to one page.*

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

(Per Civil Code, this form will be sent with the election materials, as submitted)

Page 1 of 2

Professionally Managed by: Keystone Pacific Property Management, Inc.
16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960
Tel (949) 833-2600 · Fax (949) 833-0919 · www.keystonepacific.com

**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

HOMEOWNER VERIFICATION INFORMATION

NAME: _____

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____