

December 2016

THE HIGHLANDS

www.MyHighlandsHOA.com

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

FENCE REPLACEMENT

The Highlands HOA will be starting Phase II of the wrought iron fence replacement project in early 2017. The wrought iron fencing that sits atop the short masonry wall running along Turtle Rock Drive will be replaced, affecting 31 homes. These homes will receive additional information on the project as we get closer to the start date.

MEET OUR NEW SOCIAL COMMITTEE CHAIRPERSON

Ruet Gorin, has generously volunteered to head up a social committee to plan a number of fun events for our families in the Highlands' Community. If you are interested in lending your creative talents and efforts, and would like to help, please contact Lisa Munson by email lmunson@keystonepacific.com.



HOLIDAY TRAVEL

If you will be traveling during the holidays, don't let your uncollected newspapers, flyers, and mail be a signal to burglars! Ask a trusted neighbor to help by picking up your front yard and step. Consider letting them know where you will be and how they can reach you in case of an emergency. Mail Hold: www.usps.com or call 1-800-215-8777

A good tip: use a variable timer for interior lights so that your home does not appear empty or vacant for an extended period of time.

POOL & SPA OPEN IN THE WINTER

The pool is heated to 78 degrees during the winter, and the spa is always hot, so enjoy a swim or a soak. Hours are 7am to 10pm.

EDISON STREET LIGHTS

If you notice a street light that has gone out, get the pole number (it will be indicated directly on the pole itself) and report it to Edison by calling 1-800-655-4555 or on their website.

BOARD OF DIRECTORS:

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

UPCOMING BOARD MEETINGS:

December 1, 2016 & January 26, 2017
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

COMMON AREA:

Araceli Chavez
949-430-5808
achavez@keystonepacific.com

Emergency After Hours: 949-833-2600

Fax: 949-833-0919
lmunson@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600
Fax: 949-833-0919
customer-care@keystonepacific.com



December 2016 REMINDERS

Keystone Pacific Closed in Observance of the Holiday Season -

* Christmas Eve - Friday, December 23rd

* Closed - Monday, December 26th

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 Meeting
December 1, 2016 & January 26, 2017

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.



ARCHITECTURAL STANDARDS

Homeowners, please take note that the out looker beams on the homes within the Association should never be cut off due to dry rot or damage, but replaced when needed. We appreciate your cooperation in helping keep the Highlands Community looking as pristine as originally designed.

LOCK YOUR CAR!

Remember to lock your car when parking in your driveway and on the street. Whenever possible, it's best to park your car in the garage, and keep the garage door closed.

Seasons Greetings



ARCHITECTURAL APPLICATIONS

The Board would like to remind our homeowners that prior to starting any repairs or exterior modifications to your homes that involve adding or removing any features, including turf removal, 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.





THE HIGHLANDS COMMUNITY ASSOCIATION

Owner Notice Disclosure (Civil Code section 4041)

California law requires Owners in a community association to provide the following information to the association on an annual basis. Please fill out and return this form to the address below no later than **December 31, 2016.**

Owner Name:

- 1. Address or Addresses to which notices from the association are to be delivered:

- 2. Any alternate or secondary address to which notices from the association are to be delivered:

- 3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of your extended absence from your property:

- 4. Your property is (please check one): Owner occupied Rented out

- 5. Is your property developed but vacant (please check one)?: Yes No

- 6. Is your property undeveloped land? Yes No

Please return this form to:

THE HIGHLANDS COMMUNITY ASSOCIATION

*c/o Keystone Pacific Property Management, Inc.
16775 Von Karman Ave Suite 100
Irvine, CA 92606*