

February 2017

THE HIGHLANDS

www.MyHighlandsHOA.com

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

VALENTINE'S DAY PARTY

Valentine's Party - Saturday, February 18

Please join us with your entire family for a Valentine's get-together on Saturday, February 18, 2017 from 3:30-5:30 pm at the pool. Melinda Baker (and maybe her dad!) will be playing her acoustic guitar and entertain us all with her beautiful songs. Drinks, coffee and deserts will be served. Stop by and say Hello.



If you are interested in lending your creative talents and efforts for this or other future events, please contact our association manager, Lisa Munson by email: lmunson@keystonepacific.com.

WINTER MAINTENANCE

Although we love the needed water, too much without proper drainage can cause a lot of problems. Make sure all your drains, gutters & downspouts are cleared of debris and are in good working condition. Test the drains by running water through them, and call a plumber to clear them if necessary. Remove dead leaves from your roof and landscaping so it doesn't clog the drains and gutters. During heavy rains, make sure all the drains are clear of leaves that might block the water from exiting. A few minutes of preventative maintenance can save you thousands of dollars of water damage. And don't forget to turn off your sprinklers whenever it rains (before, during and after).

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.



BOARD OF DIRECTORS:

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

UPCOMING BOARD MEETINGS:

February 23, 2017 & March 23, 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
customercare@keystonepacific.com



February 2017 REMINDERS

Keystone Pacific Closed in Observance of President's Day - Monday, February 20th

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:
February 23, 2017 & March 23, 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.



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.

LIGHTING

Remember to remove all holiday lights and decorations.

Also, please remember to submit plans to the Architectural Committee prior to installing motion detection lights or exterior security lights. The committee can offer sage advice regarding the efficient manner of focusing the lights or changing the bulbs in a way that will not inadvertently disturb the neighboring homes. Motion detectors should NOT trigger lights to turn on from walking on the public sidewalks. Please adjust the sensor accordingly.



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.

