

October 2017

# THE HIGHLANDS

[www.MyHighlandsHOA.com](http://www.MyHighlandsHOA.com)

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



## NO CONSTRUCTION WORK ON WEEKENDS

Although the Board of Directors appreciates homeowners maintaining their homes, many have not followed the Construction Requirements which include hours of construction work and not working on weekends. Please note that construction work is Monday through Friday and work is permitted between the hours of 7:30 A.M. and 6:00 P.M. You can visit the website under Architectural Applications at [www.MyHighlandsHOA.com](http://www.MyHighlandsHOA.com) for more details. Please be courteous to your neighbors and follow the construction Requirements!

## POOL & SPA

Enjoy your Association's beautiful facility. A fresh coat of paint was just applied to the Pool Trellis and some equipment was recently upgraded. Please use the pool respectfully, following the Association rules:

- Pool/Spa Hours: 7:00 A.M. - 10:00 P.M.
- Access restricted to only Highlands' homeowners, tenants & guests.
- Children under 14 are not allowed inside pool gate unless accompanied by an adult.
- No pets allowed inside pool gate (per OC Health Dept. and State of California regulations).
- No alcoholic beverages.
- No glass bottles or breakable objects.
- No loud music or amplified sound. Be respectful of your neighbors.
- Infants & toddlers must use swim diapers in pool. Infants & toddlers are not allowed in spa.
- No soap/bath oils/etc. allowed in pool or spa.
- No running, pushing, boisterous play or diving.
- Do not move pool furniture to the shower area.

No large inflatable toys or rafts are permitted in the pool or spa.

### BOARD OF DIRECTORS:

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

### UPCOMING BOARD MEETING:

**October 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](http://www.myhighlandshoa.com)

### IMPORTANT NUMBERS:

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

**COMMON AREA:**  
**Bryn Kirkpatrick**  
949-430-5808  
[bkirkpatrick@keystonepacific.com](mailto:bkirkpatrick@keystonepacific.com)

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

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



## October 2017 REMINDERS

**Keystone Pacific Closed in Observance of Columbus Day – Monday, October 9th**

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:  
October 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](mailto:customercare@keystonepacific.com) to request an ACH application.



## 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](mailto:architectural@keystonepacific.com) and receive approval from the Architectural Committee.

**Visit our community website [www.MyHighlandsHOA.com](http://www.MyHighlandsHOA.com) for the following:**

- Obtain the Architectural Standards & Forms to submit
- 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.

## DO YOU LIKE TO PARTY?

The Board of Directors is looking for a homeowner in the Highlands community who would like to head the Social Committee and assist with the Board of Directors in planning one or two social events through the year. Please contact Lisa Munson at Keystone Pacific Management at (949) 838-3218 or [lmunson@keystonepacific.com](mailto:lmunson@keystonepacific.com) if you are interested.

## ASSOCIATION MAINTAINED SLOPES

Please remember not to install plant material on the Association maintained slopes. If homeowner installed plant material needs to be removed from the slopes, the responsible homeowner could be charged for the expense. If you have concerns with the condition of the slope behind your home, please contact Lisa Munson at Keystone Pacific Management at (949) 838-3218 or email [lmunson@keystonepacific.com](mailto:lmunson@keystonepacific.com).