

November 2017

THE HIGHLANDS

www.MyHighlandsHOA.com

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

BE COURTEOUS TO YOUR NEIGHBORS

- No Construction Work on the weekends or after 6pm during the week.
- Please do not let your pet "go" on your neighbor's lawn.
- Please adjust your outdoor lighting. Use "warm temperature" and low intensity bulbs. Adjust security lights to only turn on when people are approaching your home, and not when walking on the public sidewalk.
- Keep your trees and vegetation trimmed, especially if you block the neighbors' views.
- Don't put your trash out too early, and promptly put the bins away after they get emptied. Remember that the trash gets picked up on a Saturday after a major holiday.
- Fix broken or leaking sprinklers and adjust so that they don't spray into your neighbors' yards.
- Maintain your lawns and plants. Repair (or remove) broken landscaping lights.
- Fix decayed, missing or broken wood, roof shingles, siding, outlooker beams, etc. on your home.
- Paint your house on a regular basis. Use a quality vendor who knows how to prepare the wood surfaces properly. You and your attached neighbor must agree if you decide to change colors.
- And remember, always submit an Architectural Application for any exterior repairs or upgrades (see paragraph on page 2).

Thank you for your cooperation. By taking care of these things, you maintain the value in your home, you become a better neighbor, and you also avoid a Courtesy Notification from Management!



BOARD OF DIRECTORS:

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

UPCOMING BOARD MEETING:

December 7, 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:
Gabriel Hipolito
949-430-5808
ghipolito@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



November 2017 REMINDERS

Keystone Pacific Closed in Observance of Thanksgiving -
Thursday, November 23rd & Friday, November 24th

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 7, 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.



ANNUAL ELECTION RESULTS

The Board of Directors would like to thank all of the homeowners for voting and achieving quorum at the September 28, 2017 Annual Meeting. A special thanks to Jeff Isaac and William Baker for serving as Inspectors of Election and counting ballots. Congratulations to Hugh Chewning, Don Geller, Frank Laird, George Malouf, and Neil Matsui for being elected to the Board of Directors.



GET PREPARED FOR WINTER

It is time to prepare for the Winter months. Make sure all your drains, gutters & downspouts are cleared of debris and are in working condition. Test the drains and call a vendor to clear them if necessary. Remove dead leaves from your roof so they don't clog the drains and gutters. Inspect and clear screens. A few minutes of preventive action now can save you thousands of dollars of damage. Oh, and don't forget to turn off your sprinklers whenever it rains (before, during & after).

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.

Visit our community website 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.



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. If the below contact information has changed, please fill out and return this form to the address below no later than December 31st.

Owner Name: _____

Property Address: _____

*ITEMS 1-6 NEED TO BE COMPLETED. IF NOT APPLICABLE, PLEASE INDICATE N/A

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

Four horizontal lines for address input.

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

Three horizontal lines for alternate address input.

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:

Three horizontal lines for legal representative information.

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

If your property is rented out, please provide the following information:

Name of Tenant(s): _____

Phone Number: _____

Email Address: _____

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, LLC
16775 Von Karman Ave, Suite 100
Irvine, CA 92606