

JUNE 2013

# THE HIGHLANDS

Professionally Managed by Keystone Pacific Property Management, Inc. - 16845 Von Karman, Ste. 200, Irvine, CA 92606

## CANDIDACY STATEMENTS

Included with your monthly statement and this newsletter, is the candidacy statement for the upcoming election for the Board of Directors to be held in September 2013. Candidacy statements are due by June 30th. The Board of Directors meets every month at the Turtle Rock Community Center. Show your community support and submit your candidacy statement today!!!



## POOL AND SPA RULES

Now that the pool renovation is complete, the Association would like to remind you and your guests to abide by the following:

- No glass objects are allowed in the pool and spa area.
- Children under 14 are not allowed in the pool or spa unless accompanied by an adult.
- Children under two (2) years of age are not allowed in the spa and children in diapers must use swim diapers when using the pool.
- No soap, bath oils, etc. are allowed in pool or spa.
- No running, pushing, boisterous play or diving will be permitted.
- No boogie boards or large inflatable toys permitted in the pool and spa.
- Radio/stereo units will not be permitted without the use of earphones.

## PROPOSED ARCHITECTURAL COLOR PALETTE

The proposed color schemes for the Highlands Community will be displayed at the pool throughout the month of June. The membership will have 30 days to comment on the proposed changes prior to the Board's approval. You may voice your comments in writing to Management or by attending the next monthly Board meeting which will be July 25th at 7:00 P.M.

## MAILBOX REFURBISHMENT

Is your mailbox post falling over from dry-rot or termite damage? It may be time to get a new one installed. Contact Management at (949) 838-3291 for more information on mailbox refurbishments.

### BOARD OF DIRECTORS:

**President:** William Baker  
**Vice-President:** Don Geller  
**Treasurer:** Don Major  
**Secretary:** Hugh Chewning  
**Member-at-Large:** Neil Matsui

### NEXT BOARD MEETING:

**Thursday, June 27, 2013 @ 7:00 P.M.**  
Turtle Rock Community Center  
1 Sunnyhill, Irvine, CA 92603

*The final agenda will be posted at the pool area.  
You may also obtain a copy of the agenda by  
contacting Management at 949-838-3291.*

### WEBSITE ADDRESS

[www.myhoa.com/highlands](http://www.myhoa.com/highlands)

### IMPORTANT NUMBERS:

### ASSOCIATION MANAGER:

**Kim Dean**  
Phone: 949-838-3291  
Email: [kdean@keystonepacific.com](mailto:kdean@keystonepacific.com)  
*Emergency After Hours: 949-833-2600*  
Fax: 949-833-0919

### COMMON AREA ISSUES:

**Ashlee Lhotka**  
Phone: 949-838-3254  
[alhotka@keystonepacific.com](mailto:alhotka@keystonepacific.com)

### BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600  
[customercare@keystonepacific.com](mailto:customercare@keystonepacific.com)

### ARCHITECTURAL DESK:

Phone: 949-838-3239  
[architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)

### INSURANCE BROKER:

State Farm General Insurance Company  
7622 E. Chapman, Suite B, Orange, CA 92869  
Phone: (714) 289-1778  
Fax: (714) 289-0491

## JUNE 2013 REMINDERS

- **Father's Day - June 16th**
- 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: 2nd and 4th Wednesdays**
- **Trash Pick-Up Days: Fridays**  
Please remove trash cans from the common area after this day.
- **Board Meeting: Wednesday, June 27, 2013**  
7:00 PM  
Turtle Rock Community Center  
1 Sunnyhill, Irvine, CA 92603



### A MEMBERS RIGHT TO PRIVACY

California Civil Code allows a member to request to be removed from the membership list to prevent release of their private contact information to a member requesting the membership list. In order to opt-out of the membership list, you must notify the Association **in writing**. If you choose to opt-out of sharing your name, property address, email address and mailing address under the membership list, the opt-out designation shall remain in effect until changed by you, by written notification to management. If you wish to opt-out, please complete the Opt-Out Form on our website at: <http://www.kppm.com/forms/opt-out.php>.

### SUMMER IS HERE!

Now that the summer season is here, many of you will be going on vacation. As a precaution, it's a good idea to let your trusted neighbors know where you will be and how to reach you in case of an emergency. Be sure to stop your newspaper and mail service while you are away or make arrangements with a neighbor to take them in for you. You can simply go on-line at [www.USPS.com](http://www.USPS.com) or by calling 1-800-ASK-USPS to have your mail placed on hold during your time away from home. Don't forget to have someone remove any flyers or ads from your door or driveway as these are good indicators that no one is home. Another good tip is to use a variable timer for lights so your home does not appear empty or vacant for an extended period of time. Have a wonderful and safe vacation!

### ADDRESS NUMBERS

Please take a moment to make sure that your address number is not covered up by any decorative flags, basketball hoops or landscaping such as ivy or shrubs. It's a good idea to have your address numbers readily visible should any emergency vehicles (fire, ambulance or police) need to locate your house in an emergency because seconds can really count!

### STREET LIGHT MAINTENANCE

The Highlands Community street lights are maintained by Southern California Edison. If you see a light out, you may contact Ashlee at [alhotka@keystonepacific.com](mailto:alhotka@keystonepacific.com) or log onto [www.sce.com](http://www.sce.com) and click on customer care and follow the directions to "Street Light Outage Report". Please make sure to have the seven digit number located on the light pole available when submitting your request.

### WWW.MYHOA.COM/HIGHLANDS

Visit the community website to:

- Obtain the Architectural Standards
- 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.