

JULY 2013



# THE HIGHLANDS

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

## PROPOSED ARCHITECTURAL COLOR PALETTE

The proposed color schemes for the Highlands Community is currently being displayed at the pool throughout the month of July. 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 6:30 P.M.

## ANNUAL ELECTION OF THE BOARD OF DIRECTORS

The Highlands Community Association is seeking a few volunteers to become members of the Board of Directors. Candidacy applications were included in the June newsletter. Management can also email a copy of the candidacy application if requested. We're looking for five (5) homeowner volunteers to serve a term of one (1) year. Meetings are held monthly at the Turtle Rock Community Center which is located just across the street from the Association. If you care about the community, please consider volunteering to serve as a member of the Board of Directors.

## 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!

## 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.

### 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, July 25, 2013 @ 6:30 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

[customer-care@keystonepacific.com](mailto:customer-care@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

## JULY 2013 REMINDERS

### ■ Keystone Pacific Closed in Observance Independence Day - Thursday, July 4th & Friday, July 5th

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: Thursday, July 25, 2013

6:30 PM

Turtle Rock Community Center  
1 Sunnyhill, Irvine, CA 92603

### SIGN UP FOR COMMUNITY E-NEWS

Sign up to receive news and updates pertaining to our community association via email.

To sign up, please register from the "Update My Profile" page once you have logged into your billing account at [www.keystonepacific.com](http://www.keystonepacific.com).

### 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 [customer care@keystonepacific.com](mailto:customer care@keystonepacific.com) to request an ACH application.

## 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.

## AS A REMINDER...

- Please keep your dogs on a leash while in the community. Do your best to prevent your dogs from excreting on the sidewalks/curbs of the community. Please pick up after your animal and bring a water bottle to pour on the urine to prevent the lawn from turning brown.
- If you notice anyone in violation of the Association's Governing Documents, please contact Management at [kdean@keystonepacific.com](mailto:kdean@keystonepacific.com) to report the violation in writing.
- Please do not post any signs on common area or fencing.
- Please reduce your speed and use caution within The Highlands community. It is your responsibility to slow down as you never know what or who may pop out in front of you. Also, please watch for children at play in the community.
- When you're parking your vehicles on your driveway, please do not block the sidewalks. Vehicles cannot be parked so that it hinders access for pedestrians. You would not want a child to have to walk into the street so that they can get around the vehicle on your driveway.