

# THE HIGHLANDS

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

## HOMEOWNER MODIFICATIONS

Per the Association's governing documents, any exterior modifications (i.e. large barbeque installations, pools/spas, gazebos, windows, landscaping, painting, fences, fountains, etc.) must receive approval from the Architectural Review Committee. Please visit the community's website at

[www.myhoa.com/highlands](http://www.myhoa.com/highlands) to obtain the Architectural Standards which explains in detail the three (3) different procedures that are available to homeowners that wish to modify their homes. The following is a general description of these procedures:

- **Declaration of Compliance** - may be used for projects with limited scopes such as painting, replacing windows and doors in an existing opening with the same size and shape windows and replacement of roofs, garage doors and driveways.
- **Minor Review** - is utilized for all modifications that do not involve a change to the exterior dimensions of a residence.
- **Major Review** - is utilized for all projects that involve changes to the appearance or exterior dimensions of a residence.

Your submittal will be reviewed within forty-five (45) days from the date it is received by Management. It will be reviewed to determine if the proposed improvement is to code and if it is in harmony with the surrounding structures.

Homeowners must defer to professional consultants to determine if permits are needed, etc. It is a good idea to refer to the Architectural Standards before you spend the time and money on obtaining estimates, plans, etc. Please contact Management if you have additional questions and/or need further explanation.

## COLOR PALETTE

The Board of Directors appreciates the input it has received from homeowners regarding the proposed new color palette. Based on the homeowner input and Board deliberation, the Board is exploring a direction that adds colors for a wider range of choices, but does not eliminate the existing colors that the majority of homeowners seem to like.

For now, the existing color palette, on display at the pool, is available for homeowners to choose from.

Look for future announcements in this Newsletter.

## 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, September 26, 2013**  
6:30 P.M. @ Turtle Rock Community Ctr.  
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  
**Emergency After Hours: 949-833-2600**  
Fax: 949-833-0919  
[kdean@keystonepacific.com](mailto:kdean@keystonepacific.com)

### COMMON AREA ISSUES:

**Brooke Voight**  
Phone: 949-838-3254  
[bvoight@keystonepacific.com](mailto:bvoight@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  
Phone: (714) 289-1778

### CITY OF IRVINE

Phone: (949) 724-6000

## SEPTEMBER 2013 REMINDERS

- **Keystone Pacific Closed in Observance of Labor Day - Monday, September 2nd**

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 areas after this day.

- **Board Meeting: Thursday, September 26, 2013**

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>.

### SEND IN YOUR BALLOTS!

If you have not done so already, please send in your election ballots! The ballots were recently sent to everyone in the community and we need them returned for quorum purposes. It will only take a minute of your time! Again, if you have never sent in an election ballot or if you don't remember if you did or not, please contact Management.

### LAWN MAINTENANCE

To maintain the beauty of the community, please remember to maintain your front yard landscaping. Lawns should be regularly mowed, weeding performed on a routine basis and the shrubs and trees trimmed as required.

### PICK UP THE TRASH

Please help keep our community looking beautiful - this is your home as well as your investment! By helping to keep the trash out of the common areas, you are protecting your property value. Next time you go on a walk and notice trash in the common area, take a moment to pick it up and throw it away in a trash bin. It will only take a minute of your time but it would make a world of difference! Also, don't forget to recycle whenever possible!

### CITY INFO: PET LICENSES

All dogs age four (4) months and older living in the City of Irvine are required by law to have and wear a city-issued license. (Cat licensing is optional). A license provides identification in case your dog is lost, and keeps the community safe by ensuring that all dogs are vaccinated against rabies. Licensing fees constitute a primary source of support for the homeless animals at the Irvine Animal Care Center. You can license your pet by visiting the shelter in person, calling them at (949) 724-4441 or downloading a license application from their website at [www.irvineshelter.org](http://www.irvineshelter.org).

