

NOVEMBER 2013



THE HIGHLANDS

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

IT IS TIME TO FALL BACK ON NOVEMBER 3, 2013

Ever feel like there is not enough hours in a day? After months of daylight savings time, we will gain an hour or so it may momentarily seem, as we set our clocks back one hour on November 3rd. Although cell phones usually update automatically, most clocks may require manual adjusting. Avoid being the first person at your upcoming party, do not skip a beat in your routine and remember to set your clock back one hour.



ANNUAL ELECTION RESULTS

The Board of Directors would like to thank all of the homeowners for voting and achieving quorum at the September 26, 2013 Annual Election Meeting. Special thanks to John and Christine Baker for serving as Inspectors of Election and counting all of the ballots. Congratulations to William Baker, Hugh Chewning, Don Geller, George Malouf and Neil Matsui for being elected to the Board of Directors.

COMMITTEE VOLUNTEERS NEEDED

Please contact management if you are interested in joining any of the following committees:

- Architectural Review Committee
- Fence Committee
- Landscape Committee
- Pool Committee

WWW.MYHOA.COM/HIGHLANDS

Visit the community website to:

- Obtain the Architectural Standards
- Submit maintenance requests and address changes
- Get the latest community news and updates
- Obtain, minutes, newsletters, policies...and much more!

BOARD OF DIRECTORS:

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

NEXT BOARD MEETING:

Thursday, December 5, 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

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Kim Dean
Phone: 949-838-3291
Emergency After Hours: 949-833-2600
Fax: 949-833-0919
kdean@keystonepacific.com

COMMON AREA ISSUES:

Brooke Voight
Phone: 949-838-3254
bvoight@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600
customercare@keystonepacific.com

ARCHITECTURAL DESK:

Phone: 949-838-3239
architectural@keystonepacific.com

INSURANCE BROKER:

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

NOVEMBER 2013 REMINDERS

- **Keystone Pacific Closed in Observance of Thanksgiving - Thursday, November 28th & Friday, November 29th**
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, December 5, 2013**
Turtle Rock Community Center
1 Sunnyhill, Irvine, CA 92603

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 to request an ACH application.

SIGN UP FOR E-NOTIFICATIONS

Enroll to receive e-statement notifications once your assessment statement is ready to be viewed online. In addition to the e-statement notification program, you can also 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.

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!

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.

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.

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.

