

JUNE 2014

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 2014. Candidacy statements are due by June 30th. The Board of Directors meets every month at the Turtle Rock Community Center.

FENCE REPLACEMENT PROJECT

As mentioned in previous newsletters, there are plans in the works to replace the Association maintained wrought iron fences with a higher quality and more durable product. In addition, the old wood support posts will be replaced with long-lasting galvanized tubular-steel. Reserve funds will be used and a dues increase is not anticipated at this time.

The dates of this project have not yet been set, but all homeowners affected will be given ample notice. Please be advised that when work begins in your area, your fence may be down for up to a week and you'll need to make arrangements for any pets normally kept in the yard. The Association will be responsible to remove plants and groundcover that come from Association maintained property and homeowners will be asked to remove plants and groundcover from their side.

Homeowner owned and maintained fences are not included in this project, but the fence contractor will make themselves available to work directly with any homeowner. Contact Management if you do not know if the Association maintains your fence. Watch for further announcements regarding this project. If you have any questions or comments, you're invited to attend our next Board Meeting scheduled for Thursday, May 22 at 6:30 p.m. at the Turtle Rock Community Center.

MEMORIAL DAY POOL PARTY

Kick-off the summer at the Highlands' pool on Monday, May 26, 2014 from 2:00 p.m. to 5:00 p.m. Meet your fellow residents and Board members. Food and beverages will be served.

BOARD OF DIRECTORS:

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

UPCOMING BOARD MEETINGS:

Thursday, May 22, 2014 @ 6:30 P.M.
Thursday, June 26, 2014 @ 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

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

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

COMMON AREA ISSUES:

Whitney Barlow
Phone: 949-838-3254
wbarlow@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 92869
Phone: (714) 289-1778
Fax: (714) 289-0491

JUNE 2014 REMINDERS

Father's Day - June 15th

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.

Upcoming Board Meetings:
Thursday, May 22, 2014
Thursday, June 26, 2014
6:30 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 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 Whitney at wbarlow@keystonepacific.com or log onto 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.