

NOVEMBER 2014

# THE HIGHLANDS

Professionally Managed by Keystone Pacific Property Management, Inc. - 16775 Von Karman, Ste. 100, Irvine, CA 92606

## IT IS TIME TO FALL BACK ON NOVEMBER 2, 2014

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 2nd. 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 25, 2014 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

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

### UPCOMING BOARD MEETINGS:

**Thursday, October 23, 2014**  
**Wednesday, December 17, 2014**  
Turtle Rock Community Center  
1 Sunnyhill, Irvine, CA 92603

*The final agenda will be posted at the pool area bulletin board. 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:**  
**Chelsea Gentry**  
Phone: 949-838-3254  
[cgentry@keystonepacific.com](mailto:cgentry@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

## NOVEMBER 2014 REMINDERS

- **Keystone Pacific Closed in Observance of Thanksgiving - Thursday, November 27th & Friday, November 28th**

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.



### 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>.

### WATER CONSERVATION TIPS

Please consider these easy and effective ways to save water in your home and yard:

1. Check your water meter to monitor water use.
2. Keep drinking water in refrigerator for instant cool refreshment.
3. Run dishwasher & washing machine only when full, using short cycle.
4. Take shorter showers, instead of tub baths.
5. Water houseplants with water used to wash fruits and vegetables or left over from waiting for tap water to heat up.
6. Shut off landscape watering before runoff occurs.
7. Repair leaky faucets; turn off taps tightly.
8. Install water-saving toilets, showerheads and facet aerators.
9. Install automatic rain-turnoff switches on your sprinkler system.

### 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 a [www.irvineshelter.org](http://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!