

MARCH 2015

THE HIGHLANDS

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

REMOVE IT OR LOSE IT

The Irvine Crime Prevention Department recommends that you either lock your vehicles and either remove your belongings or secure them out of public view, preferably in your trunk.

The Association also recommends the homeowners park their cars in their garages and driveways to avoid making your vehicles and personal belongings and easy target for theft.

KEEPING YOUR PETS SAFE FROM COYOTE ATTACKS

There have been a few homeowners who have recently lost their pets to coyotes in the community. The best way to protect your animals is by keeping them inside when you are unable to supervise them. This is especially crucial for small pets, which make easier targets for coyotes. Large dogs must be monitored, too, because they can be injured during a fight.

DAYLIGHT SAVINGS TIME IS HERE AGAIN!

This year daylight savings will begin March 8th and ends November 1st. Don't forget to set your clocks one hour forward.

Daylight saving time (DST), or summer time, is the practice of temporarily advancing clocks during the summertime so that afternoons have more daylight and mornings have less. Typically clocks are adjusted forward one hour near the start of spring and are adjusted backward in autumn.

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, February 26, 2015
Thursday, March 26, 2015
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

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:

Chelsea Gentry
Phone: 949-838-3254
cgentry@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

MARCH 2015 REMINDERS

- 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.
- **Upcoming Board Meetings: Thursday, February 26, 2015 and Thursday, March 26, 2015.**
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>.

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.

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!