

August 2015

THE HIGHLANDS

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

NEW MANAGEMENT CONTACT

Lisa Munson will be the new manager for The Highlands. Please feel free to introduce yourself and welcome Lisa to the team at (949) 838-3281 or lmunson@keystonepacific.com

Also if you have a common area concern, please contact Lisa's associate Jeannette Vega. Jeannette will be happy to assist you with work order requests or general questions at (949) 838-5808 or jvega@keystonepacific.com.

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.

Month	Drought Tolerant Plants
January	1 day, 2 cycles of 3 minutes
February	1 day, 2 cycles of 3 minutes
March	2 days, 2 cycles of 3 minutes
April	2 days, 2 cycles of 4 minutes
May	2 days, 3 cycles of 3 minutes
June	3 days, 2 cycles of 3 minutes
July	2 days, 3 cycles of 4 minutes
August	2 days, 3 cycles of 4 minutes
September**	2 days, 2 cycles of 4 minutes
October**	2 days, 2 cycles of 3 minutes
November**	1 day, 2 cycles of 4 minutes
December	1 day, 2 cycles of 3 minutes

BOARD OF DIRECTORS:

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

UPCOMING BOARD MEETING:

Thursday, August 27, 2015
6:30 P.M. @ Turtle Rock Community Center
1 Sunnyhill
Irvine, CA 92603

The final agenda will be posted at the bulletin board in the pool area. You may also obtain a copy of the agenda by contacting management at 949-838-3218.

WEBSITE ADDRESS:

www.myhoa.com/highlands

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Lisa Munson
Phone: 949-838-3218
Emergency After Hours: 949-833-2600
Fax: 949-833-0919
lmunson@keystonepacific.com

COMMON AREA ISSUES:

Jeanette Vega
Phone: 949-430-5808.
jvega@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600
customer-care@keystonepacific.com

INSURANCE BROKER:

State Farm General Insurance Company
Phone: (714) 289-1778

CITY OF IRVINE

Phone: (949) 724-6000



August 2015 REMINDERS

- **Keystone Pacific Property Management**
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 Day - 2nd and 4th Wednesdays**
- **Trash Pick-Up Day - Friday**
Please remove trash cans from the common areas after this day.
- **Upcoming Board Meetings**
Thursday, August 27, 2015
Turtle Rock Community Center @ 6:30 P.M.

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 COMMUNITY E-NEWS

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.

ASSOCIATION COMMON AREA LANDSCAPE

Homeowners please remember to have personal gardeners clean up clippings instead of throwing or blowing them over the fence. This is unsightly and could add more cost to the Association to clean up the clippings. We appreciate your cooperation in helping to keep the Highlands Community looking pristine.

A FEW HOMEOWNERS ARE ADDING UNNECESSARY COSTS TO THE ASSOCIATION

During our property inspections it was noted that some homeowners are allowing their dogs to walk through the recently planted flowers in the front entrance areas. Please walk animals on the green belts areas in the community.

Your vote counts! Vote for the Board of Directors!

Return your ballot today!!

EDISON STREET LIGHTS

If you notice a street light that has gone out, get the pole number (it will be indicated directly on the pole itself) and report it to Edison by calling 1-800-655-4555.



ARCHITECTURAL APPLICATIONS

The Board would like to remind our homeowners that prior to any repairs being made to the outside of your homes that involve adding or removing any features or elevations, or replacing any windows, you must first submit an application to the Architectural 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!

Should you have questions about the information you see on the community website or if you would like to see something added, please Management.



contact