

September 2016

# WINDWOOD FOREST

www.windwoodforest.org



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

## AUGUST RECAP AND A LOOK AHEAD

- The Board met with the janitorial vendor, the patrol vendor, and the termite vendor to discuss progress and expectations.
- The Rules and Regulations were officially adopted. The new parking permit procedures will be mailed soon.
- Accord and Ben's Asphalt performed a second inspection of the streets to make sure everything will be addressed during the slurry seal.
- A keyfob system will be installed at the pool to replace the current key system in an effort to prevent non-homeowners from entering the pool area.
- The 2016 daft audit was accepted.

## SATELLITE DISHES ON THE ROOF

Any exterior modifications must be approved by the Architectural Committee prior to installation, this includes the installation of satellites. Satellites are never to be installed on the roof and can only be installed on the fascia of the building. Please note that the Board will be discussing with the roof vendor the removal of all satellite dishes installed on the roofs. If you have a satellite dish currently installed on the roof it would be in your best interest to contact Management to discuss its relocation now.

## WEBSITE INFO WWW.WINDWOODFOREST.ORG

### VIEW:

- Newsletters
- Governing Documents
- HOA Statements

### SUBMIT:

- Change of Address
- Maintenance Request
- Violation Form
- Volunteer Form

\*If you do not receive confirmation of your submission from Management within a week of submission, please email Management directly.\*

### DOWNLOAD:

- Architectural Application



### BOARD OF DIRECTORS:

**President:** Shelley Nakasone

**Vice-President:** Irene Tsao

**Treasurer:** Sheri Snyder

**Secretary:** Doug Thornburg

**Member-at-Large:** Sioux Van Foeken

### NEXT BOARD MEETING:

**Tuesday, September 6, 2016**  
6:30 P.M. @ the Community Pool

*The final agenda will be posted at the community pool. You may also obtain a copy of the agenda by contacting management at 949-838-3261*

### IMPORTANT NUMBERS:

**SANTA ANA POLICE:**  
714-834-4211 (non-emergency)

**OC PATROL:**  
800-525-1626

**GRAFFITI REMOVAL:**  
877-786-7824

**ANIMAL CONTROL:**  
714-245-8792

**SHOPPING CART REMOVAL:**  
888-233-2278



## September 2016 REMINDERS

- Keystone Pacific Closed in Observance of Labor Day - Monday, September 5th
- 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.
- Trash pick up days are Tuesdays and Friday. If the dumpster is filled above the designated fill level the refuse vendor will charge the Association. Please do not fill any dumpster above the fill line.
- Do not leave bulk items at the dumpsters without first contacting Management at 949-838-3261 to schedule a pick up. Homeowners are responsible for contacting Management to schedule a pick up and absorbing the cost. Please put a sign on bulk items left at the dumpster so Management knows a pick up has been scheduled. If you witness someone leaving items at the dumpster illegally please contact Management.

### 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



### 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: [www.keystonepacific.com](http://www.keystonepacific.com).

### COMMUNITY WIDE GARAGE SALE

Saturday September 3rd and Sunday September 4th we welcome you to participate in a community wide garage sale! Please remember the homeowners are responsible for enforcing the parking rules for the community. We ask that you please follow the City of Santa Ana's regulations as well:

- Sales may begin at 8:00 A.M. and must end by 5:00 P.M.
- Items sold may not be displayed on the public sidewalks, parkways, streets or alleys.
- Items sold must be used goods, from your household, and not purchased for resale.
- Signs may be posted one week before the sale weekend and must be taken down one day after the date of your sale.

If you have any additional questions regarding the sale please contact your Property Manager, Bryn Kirkpatrick, at 949-838-3261.

