

April 2017

WINDWOOD FOREST

www.windwoodforest.org



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

NEW COMMUNITY ASSOCIATION MANAGER

Windwood Forest's new manager is Elizabeth Reed with Keystone Pacific Property Management, LLC. Elizabeth is looking forward to meeting and working with all of you. If you have any questions, comments or concerns, please do not hesitate to contact her.

PARKING PERMITS

For the safety and availability of parking for all of the WFHOA residents, the new parking program is in effect!

- WFHOA is private property with no public parking.
- Parking in WFHOA is for residents, their guests and vendors.
- Permits are in effect starting February 1st! Your vehicle needs to display the proper permit or it is subject to citation or tow.
- To Safe list a guest vehicle between 12:00 am to 6:00 am: www.permitmycar.com.
- Guest vehicles may be safe listed up to 5 x in a 30 day period.
- Parking permit application: parking@oc-patrol.com.
- Application for permit is \$50.00 payable to OC Patrol at the time the vendor is scheduled to place the permit on the vehicle.
- Permits are issued for a specific vehicle registered to an WFHOA address.
- Vehicles may not remain parked in same location for more than 72 consecutive hours or it is subject to tow.
- Contact OC patrol for parking issues only!
- Speed limit is 15mph.



APRIL UPDATES

- ◆ Street Repairs in 3 phases! April 12-14; April 19-20 and April 26-27. Look for notification with a map of streets being repaired.
- ◆ If your vehicle is parked in the scheduled asphalt repair street, your vehicle will be towed!
- ◆ Keep the lights on! With a recent vehicle break in, and suspicious behavior seen throughout the community, our Board of Directors encourages you to keep the alley lights on all night to brighten up as much of the community as possible.
- ◆ Plant material located on patios may not extend into the common areas.



BOARD OF DIRECTORS:

President: Shelley Nakasone

Vice-President: Irene Tsao

Treasurer: Sheri Snyder

Secretary: Doug Thornburg

Member-at-Large: Reyes Vazquez

NEXT BOARD MEETING:

Tuesday, April 4 2017

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 949-430-5849

IMPORTANT NUMBERS:

SANTA ANA POLICE:

714-834-4211 (non-emergency)

OC PATROL:

800-525-1626

parking@oc-patrol.com

GRAFFITI REMOVAL:

877-786-7824

ANIMAL CONTROL:

714-245-8792

SHOPPING CART REMOVAL:

888-233-2278

(Info here)

April 2017 REMINDERS

- Keystone Pacific Closed in Observance Good Friday - Friday, April 14th.
- 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.
- Free Appliance pick – up: www.appliancepickup.com



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 customercare@keystonepacific.com to request an ACH application.



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 – Architectural application is required for all exterior modifications, including but not limited to, screen doors, windows, satellite dishes, and patio areas. Architectural@keystonepacific.com



Contact Info:

Association Manager:

Elizabeth Reed

949-430-5849

ered@keystonepacific.com

Common Area Issues:

Lilly Luong

949-838-3269

lluong@keystonepacific.com

Billing Questions:

949-833-2600

customercare@keystonepacific.com

Pool Keys:

949-838-3269

**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

Dear Homeowner:

The Annual Election will be held in August 2017. If you are interested in serving on the Board, please complete this application and return it to KEYSTONE PACIFIC PROPERTY MANAGEMENT, LLC at the office address displayed below, by **5:00 PM on Oct 13, 2017**.

Please type in the information requested below.

NAME: _____

(Please note: Be sure to complete and return verification information on page 2 of this application)

**Candidacy statement needs to be kept to one page.*

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

(Per Civil Code, this form will be sent with the election materials, as submitted)

Page 1 of 2

Professionally Managed by: Keystone Pacific Property Management, LLC
16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960
Tel (949) 833-2600 · Fax (949) 833-0919 · www.keystonepacific.com

**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

HOMEOWNER VERIFICATION INFORMATION

NAME: _____

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____