

May 2015

# WINDWOOD FOREST

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



## VEHICLE RULE REMINDERS

Your Board of Directors wants to make sure everyone in the community has enough room to park their vehicles and we keep a safe environment inside the community. Here are a few rules we want you to keep in mind:

- Garages are to be used for the parking of your vehicles ONLY and not for storage.
- Absolutely no car repairs are to be performed in the common areas.
- It is never permitted to park in the fire lanes or in the alleys.
- Residents are never allowed to park in guest spaces.

## COMMUNITY WIDE YARD SALE

It was decided at the April 7, 2015 Board Meeting that a community wide yard sale would be held the first weekend in June which is Saturday, June 6th, and Sunday, June 7th. Everyone is welcome and encouraged to participate!

## UPDATED BOARD POSITIONS

At the March 17, 2015 meeting, the Board of Directors were seated as follows:

Board President: Shelley Nakasone  
Vice President: Irene Tsao  
Treasurer: Linda Guyett  
Secretary: Doug Thornburg  
Member At Large: Sioux Van Foeken



## MARCH, 2015 BOARD MEETING HIGHLIGHTS

- The Board decided to approve all utility invoices to be placed on autopay.
- The 2015 Draft Budget was approved with no increase.
- The February 28, 2015 financials were accepted.
- An Executive Committee was appointed.
- The Record Date and the Annual Election of the Board date was set.
- A community website domain name was chosen.

## BOARD OF DIRECTORS:

**President:** Shelley Nakasone  
**Vice-President:** Irene Tsao  
**Treasurer:** Linda Guyett  
**Secretary:** Doug Thornburg  
**Member-at-Large:** Sioux Van Foeken

## NEXT BOARD MEETING:

**Tuesday, May 5, 2015**  
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:

### ASSOCIATION MANAGER:

**Bryn Kirkpatrick**  
Phone: 949-838-3261  
**Emergency After Hours: 949-833-2600**  
Fax: 949-833-0919  
bkirkpatrick@keystonepacific.com

### COMMON AREA ISSUES:

**Chelsea Gentry**  
Phone: 949-838-3254  
cgentry@keystonepacific.com

### BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

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

### ARCHITECTURAL DESK:

Phone: 949-838-3239  
architectural@keystonepacific.com

### POOL KEYS:

Chelsea Gentry  
949-838-3254



## May 2015 REMINDERS

- Keystone Pacific will be closed in observance of Memorial Day - Monday, May 25th

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 Day - Tuesdays, Fridays

- Tuesday, May 5 - Board Meeting @ 6:30  
Location: Community Pool



### 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](mailto:customer-care@keystonepacific.com) to request an ACH application.



### ANNUAL ELECTION AND MEETING

The Annual Election will be held at the August 4, 2015 Board of Directors Meeting. Please be sure to send in your ballot envelope. (It will be mailed out in June.) Remember to insert the white ballot envelope into the special brown envelope, and don't forget to write your info in the upper left hand corner and sign on the brown envelope or your ballot will not be considered.

### BULK ITEM PICKUP

Your Board of Directors has decided to have bulk item pick up scheduled for each Wednesday. If you have a bulk item that you need Waste Management to dispose of for you please contact Management and inform your Property Manager, Bryn Kirkpatrick, what the item is. Waste Management will not pick up any bulk items that are unscheduled beforehand and they need to know what the item is.

### BALCONY AND PATIO ETIQUETTE

Your balcony or patio should never be used for storage items as they can usually be viewed by people walking by in the community and it makes the community look unkempt and cluttered. Please remember that we are in a drought so instead of washing off your patio or balcony please try sweeping instead. All potted plants must have a catch tray underneath them to store water and ensure against damage underneath the pot.

### SUMMER IS HERE, IT'S TIME TO HIT THE POOL!

Your Board of Directors wants everyone to enjoy the community pool while still abiding by the rules to keep everyone safe!

- All children under the age of 15 must be accompanied by an adult at least 18 years of age at all times.
- Please do not bring food or drinks to the pool area.
- Remember to fully close the pool gates when entering or exiting. Failure to do so could cause harm to a child who gains access because the gate was open.

### KEEP THE ALLEYS LIT AND KEEP THE COMMUNITY SAFE

By keeping your exterior alley lights on at night you discourage crime from occurring inside the community! It takes everyone working together to keep our community safe!