

January 2017

WINDWOOD FOREST

www.windwoodforest.org

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

DECEMBER RECAP AND A LOOK FORWARD

- Angelo Termite & Construction continue to perform termite treatments and we have teamed up with Southern California Coatings, Inc. to address the stair repairs needed as well.
- The Board is making their final revisions on the asphalt repairs, slurry seal and street painting needed for the community. We hope to schedule the repairs early 2017. The membership will be notified with ample time to prepare.
- The new parking permits will be in effect February 1, 2017. OC Patrol will be on site to distribute permits January 11th from 6:00 PM to 9:00 PM and on January 14th from 10:00 AM to 1:00 PM. Anyone who applies and qualifies during these two onsite times will not have to pay the processing fee.
- By now you should have received your assigned keyfob in the mail for pool access. Each unit is assigned only one keyfob so keep it somewhere safe! Please be aware you need to keep your old keys as well for bathroom access and to use the spa heater.

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.



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, January 3, 2017

6:00 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

(Info here)

January 2017 REMINDERS

- Keystone Pacific Closed in Observance of New Year's - Monday, January 2nd.
- 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.

RULES AND REGULATIONS REMINDERS

- Smoking or vaping is not permitted in the common areas.
- Unit owners are responsible for the installation, maintenance and upkeep of windows, window screens and screen doors.
- No permanent plantings, improvements or decorations are permitted in common areas.
- Pet owners are to pick up after their pets in the common areas and pets are to remain on a leash at all times.
- BBQs, alcohol and glass are not permitted in the common areas including the pool.
- Common areas are for use by residents and their guests only.
- Rugs or other floor coverings are not permitted on the balconies.
- Garage sales are only permitted on specific dates as designated by the City of Santa Ana.



IF YOU HAVE A SATELLITE DISH PLEASE BE AWARE

By now almost every single building has had their exterior and interior termite inspections completed. We want you to be aware that any satellite dishes that are currently attached to the fascia will have to be moved for Angelo Termite & Construction to finish their repairs. Angelo will post a notice when they are ready to complete your building and it is YOUR responsibility if you have a satellite dish to coordinate the relocation with your satellite provider and Angelo or risk your cable being shut off.

HOLIDAY DECORATIONS

Thank you to everyone who decorated for the holiday season! We ask that you please have all decorations removed by January 10, 2017.



Contact Info:

Association Manager:

Bryn Kirkpatrick

949-838-3261

bkirkpatrick@keystonepacific.com

Common Area Issues:

Deborah Marino

949-838-3273

dmarino@keystonepacific.com

Billing Questions:

949-833-2600

customercare@keystonepacific.com

Pool Keys:

949-838-3273