

December 2016

WINDWOOD FOREST

www.windwoodforest.org



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

NOVEMBER RECAP AND A LOOK FORWARD

- The parking permit process was reviewed by the Board at the November meeting and approved. The membership will receive notice along with a copy of the adopted Rules and Regulations on how to submit application to OC Patrol for parking permits. OC Patrol will also be contracted to be on site for two days to process applications and distribute permits.
- Keyfobs for the pool will be assigned and mailed out to homeowners. You will still need your metal key to access the spa pump and bathrooms. Our hope is that the keyfob system will eliminate access to people who still have keys but who no longer live in the community.
- 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 of Directors is making their final review of the asphalt repairs and slurry seal proposal for the community streets.

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, December 6, 2016
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



December 2016 REMINDERS

- Keystone Pacific Closed in Observance of the Holiday Season
 - * Christmas Eve - Friday, December 23rd
 - * Christmas Day - Monday, December 26th
- 
- 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.

HOLIDAY DECORATIONS RULES

- Holiday decorations may be put up 30 days prior to holiday and must be removed within 10 days after holiday.
- Outside holiday lights and/or decorations may be used on unit windows, doors, porches, patios, or balconies without prior approval of the Architectural Committee.
- Holiday decorations may be put on fascia boards only, nothing can be put on the roof.
- Holiday decorations cannot be placed in common area landscaping areas.
- Holiday trees must be cut up and placed in garbage bins or taken off-site for disposal.

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.



BURGLARY WARNINGS

As the holidays approach the threat of burglary and theft increases. Do not leave anything in your vehicle and always lock it. If you order something online make sure someone will be home to receive it.

Contact Info:

Association Manager:

Bryn Kirkpatrick

949-838-3261

bkirkpatrick@keystonepacific.com

Common Area Issues:

949-838-3273

Billing Questions:

949-833-2600

customercare@keystonepacific.com

Pool Keys:

949-838-3273