

February 2017

WINDWOOD FOREST

www.windwoodforest.org



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

PARKING PERMITS

The new onsite distribution days will be Thursday, February 16, 2017 from 6:00 PM to 9:00 PM and on Saturday, February 18, 2017, from 10:00 AM to 1:00 PM. You must have the Parking Permit Application and Parking Permit Agreement completed to be given to OC Patrol to obtain your parking permits along with your vehicle registration(s).

The Windwood Forest Homeowners Association is paying OC Patrol for the two on-site distribution days, therefore the \$50.00 permit processing fee will be waived to anyone who applies AND qualifies on the scheduled distribution days. Your vehicle(s) must be present and parked near the pool area in order for the patrol officers to place the decal directly onto your vehicle(s).

If you are not able to obtain your parking permit on these two onsite days, you will have to submit your application via email to OC Patrol, pay the \$50.00 per application, and schedule a time with OC Patrol to come on site to place the decal on your vehicle(s).

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, February 7, 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
parking@oc-patrol.com

GRAFFITI REMOVAL:
877-786-7824

ANIMAL CONTROL:
714-245-8792

SHOPPING CART REMOVAL:
888-233-2278

February 2017 REMINDERS

- Keystone Pacific Closed in Observance of President's Day - Monday, February 20th.
- 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.

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.

If you haven't contacted Angelo Termite & Construction to schedule your interior inspection please contact them at 1-800-589-8809.



DOGS IN THE COMMON AREA

All dogs in the common area must remain on a leash being held by a person capable of controlling the animal at all times. Pet owners are responsible to pick up after their dogs immediately in the common area. If it is reported that you are consistently not using a leash your account may be assessed a fine. Please also do not let your dog tear up the common area landscaping.

COMMON AREA MAINTENANCE ISSUE

If you see a maintenance issue, report it! Your Property Manager is on site two times per month so extra eyes are appreciated. If you see a broken sprinkler, over flowing trash bins, or anything requiring attention please go to the website and fill out a maintenance report.

Contact Info:

Association Manager:

Bryn Kirkpatrick

949-838-3261

bkirkpatrick@keystonepacific.com

Common Area Issues:

Jess Loera

949-838-3254

jloera@keystonepacific.com

Billing Questions:

949-833-2600

customercare@keystonepacific.com

Pool Keys:

949-838-3273





Windwood Forest Homeowners Association
Owner Notice Disclosure (Civil Code section 4041)

California law requires Owners in a community association to provide the following information to the association on an annual basis. If the below contact information has changed, please fill out and return this form to the address below no later than March 31st.

Owner Name:

- 1. Address or Addresses to which notices from the association are to be delivered:

Four horizontal lines for address input.

- 2. Any alternate or secondary address to which notices from the association are to be delivered:

Four horizontal lines for alternate address input.

- 3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of your extended absence from your property:

Four horizontal lines for legal representative information.

- 4. Your property is (please check one): [] Owner occupied [] Rented out

If your property is rented out, please provide the following information:

Name of Tenant(s): _____

Phone Number: _____

Email Address: _____

- 5. Is your property developed but vacant (please check one)? [] Yes [] No

- 6. Is your property undeveloped land? [] Yes [] No

Please return this form to:
Windwood Forest Homeowners Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100
Irvine, CA 92606