

January 2016

WINDWOOD FOREST

www.windwoodforest.org

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

DECEMBER RECAP

- SoCalCoatings was approved to repair unforeseen damages beneath the subfloor of the deck at 2619 W. Northwood.
- Advanced Reserve Solutions, Inc. was approved to perform the reserve study in preparation for next year's budget.
- Blue Balance was approved to replace the spa heater.

GOALS FOR JANUARY 2016

- The January 5, 2016 Board of Directors meeting will begin with homeowner forum to discuss the proposed Rules and Regulations. All homeowners are welcome to attend to address their concerns.
- Our Property Manager is only contracted for 13 meetings per year, two hours each meeting. If the Board of Directors goes over the two hour limit or is required to meet more than 13 times throughout the year the Association will incur additional costs. This is why we continue to push using the website to report violations and work orders in order to have time during the homeowner forum for other issues. Homeowner forum is only supposed to be 30 minutes in order to ensure the Board has time for everything on the agenda.



WEBSITE INFO WWW.WINDWOODFOREST.ORG

VIEW:

- Newsletters
- Governing Documents
- HOA Statement

SUBMIT:

- Change of Address
- Maintenance Request
- Violation Form
- Volunteer Form

DOWNLOAD:



BOARD OF DIRECTORS:

President: Shelley Nakasone

Vice-President: Irene Tsao

Treasurer: Sheri Snyder

Secretary: Doug Thornburg

Member-at-Large: Sioux Van Foeken

NEXT BOARD MEETING:

Tuesday, January 5, 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

January 2016 REMINDERS

- **Keystone Pacific Closed in Observance of New Year's - Friday, January 1st**
- **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.**
- Free TV & E-Waste Pick-Up - <http://www.ocgoodwill.org/business-services/e-waste>
- Free Appliance Pick-Up - <http://appliancepickupoc.com/>
- 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.

YOUR BOARD OF DIRECTORS ARE HOMEOWNERS FIRST

Please remember that the members of your Board of Directors are first and foremost homeowners. It is a volunteer position and community issues should only be discussed with them during the monthly meetings. If you have a violation to report or a work order to submit outside of a meeting, please use the website or contact the Property Manager.

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.

WINDWOOD FOREST CC&R REMINDERS

- No activity shall be permitted to exist or operate upon any portion of the Project or the Association Properties, so as to be offensive, hazardous or detrimental to any other property in the vicinity thereof or to its occupants, and the Board shall have the right to determine if any noise, odor or activity producing same constitutes a nuisance.
- There must be space available in every 2 car garage for the parking of 2 vehicles. There must be space available in every 1 car garage for the parking of 1 vehicle.

Contact Info:

Association Manager:

Bryn Kirkpatrick

949-838-3261

bkirkpatrick@keystonepacific.com

Common Area Issues:

Kimberly Ellis

949-838-3273

kellis@keystonepacific.com

Billing Questions:

949-833-2600

customercare@keystonepacific.com

Pool Keys:

949-838-3273