

February 2017

# CROWN VILLAS OWNERS' ASSOCIATION

www.crownvillas.net

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

## KEEPING CROWN VILLAS LOOKING GOOD

We need all of our residents' help in keeping our community looking its best.

Please do your part and remember to:

- Pick up after your pet and dispose of waste properly.
- Pick up litter you notice in the community and dispose of it.
- Make sure household trash is bagged, secured and disposed of in a timely and appropriate manner.
- Keep your balcony clean and free of clutter.
- Be sure to store your personal items out of view of the common area.
- Be courteous to your neighbors and try to keep the sound coming from your condominium to a minimum.

Thank you for taking pride in our community.

Your cooperation is appreciated!

## IS THE HOA RESPONSIBLE FOR MY VEHICLE?

The Board and Management would like to remind residents that the Association is not responsible for the security of your vehicles or your personal belongings. The community gates are for privacy only, not security. Please remember not to leave valuables or anything visible in your vehicle and always lock your car.



## DUTIES OF OUR BOARD OF DIRECTORS

Our Board of Directors is charged with maintaining, preserving and enhancing the common assets of our Association. In order to perform those duties, our Board depends upon the advice and counsel of experts in various fields of community association Management such as our Management company, attorneys, landscapers, insurance specialists, etc. When making decisions regarding our community, the Board is expected to consider all of the factors involved in the issue to make the best business decisions possible.



## **BOARD OF DIRECTORS:**

**President:** Connie Rothacker

**Vice President:** JoAnn Ines

**Secretary:** Rosemary McMackin

## **NEXT BOARD MEETING:**

**Tuesday, February 21, 2017**

7:00 P.M. @ Community Clubhouse

*The final agenda will be posted at the pool area bulletin board. You may also obtain a copy of the agenda by contacting management at 949-838-3291.*

## **IMPORTANT NUMBERS:**

### **ASSOCIATION MANAGER:**

**Clint Taylor, CMCA, AMS**

Phone: 949-838-3291

*Emergency After Hours:*

**949-833-2600**

Fax: 949-833-0919

ctaylor@keystonepacific.com

### **COMMON AREA ISSUES:**

**Jessica Loera**

Phone: 949- 838- 3254

jloera@keystonepacific.com

### **BILLING QUESTIONS/**

**ADDRESS CHANGES/**

**WEBSITE LOGIN:**

Phone: 949-833-2600

customer@keystonepacific.com

### **INSURANCE BROKER:**

LaBarre Oksnee Insurance

(949) 588-0711

### **POOL KEYS:**

Pool Keys can be purchased for \$50.00 and Gate Transmitters can be purchased for \$50.00. If you are interested in purchasing one of these items, please contact Clint Taylor at (949) 838-3291.

## FEBRUARY 2017 REMINDERS

**Please make sure you are watching your speed while driving through the community, we want to ensure our streets are safe for our kids.**

**For after-hours association maintenance issues, please call 951-491-6866 to be connected with the emergency service line.**

**Please call 9-1-1 for life-threatening emergencies.**

**Next board Meeting – February 21, 2017 at the Community Clubhouse.**

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

### 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](mailto:customercare@keystonepacific.com) to request an ACH application.

The image shows a blue ACH payment form. At the top left, there is a yellow star icon and the text: "John Smith, 255 Your St., Your Town 91321". To the right of this is a "DATE" field with a horizontal line. Below this is a "PAY TO" field with a white rectangular box. At the bottom left is a "MEMO" field with a horizontal line. At the very bottom, the number "1234 5678 9876 543210" is printed.

### REMINDER FOR PETS

As a friendly reminder for dog owners, please remember to keep your pets on a leash and carry a bag with you so that you can pick up after them on your walks. Pets are strictly prohibited in the pool area as well as the community Gym. Please make sure your pets are not causing a nuisance in the community by barking at all hours of the day and night.

### BE AWARE OF SOLICITORS IN THE NEIGHBORHOOD

This time of year brings solicitors into our neighborhood, through our gates and some up to our doors. Most are legitimate. However, please be aware and keep an eye out for your neighbors. If you have a question or concern about someone, do not hesitate to talk to each other and compare notes.

### WE ARE HERE TO ASSIST YOU

If you happen to notice anything that needs immediate attention such as violations, common area landscape issues, or general concerns, please contact Keystone Pacific. This will assist us with keeping the Crown Villas Community a safe and clean place to live. You are welcome to contact Clint Taylor at (949) 838-3291 or Jessica Loera at (949) 838-3255 with your request.

### PROPERTY INSURANCE

As a reminder, the Association's insurance does not cover your personal property if unexpected damage occurs at your residence. Therefore, homeowners and renters are strongly encouraged to get a personal "homeowners" or "renters" insurance policy.

### NEWSLETTER ARTICLES

Please feel free to submit any newsletter ideas or articles that you feel would be relevant to your neighbors here at Crown Villas. To be considered, all entries must to be sent to the attention of Clint Taylor no later than the 5th of each month for inclusion in the following month's newsletter.