

NOVEMBER 2017

# CROWN VILLAS OWNERS' ASSOCIATION

www.crownvillas.net

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

## **FAMILY VISITING FOR THE HOLIDAYS?**

As the holiday season approaches, we would like to remind everyone about parking within the community. During this time of year, many people have get-togethers with family and friends. This creates a lot of extra vehicle traffic on the Association streets. Please make sure your guests follow the speed limit and the parking rules of the community. The Board would like to remind all members of the following parking rules.

1. All vehicles parked in the community overnight must display a current and valid parking permit or be safe listed with the parking committee.
2. Each address is permitted a maximum of two (2) parking permits. Each vehicle can be safe listed up to five (5) days in a thirty (30) day window and must be requested in writing.
3. If a vehicle is not safe listed, the parking committee will issue two (2) warning citations. On the third occurrence your vehicle will be subject to an immediate tow.

## **WILD ANIMALS**

If wild animals like snakes and coyotes are spotted throughout the community please immediately call Animal Control at (951) 736-2309.

## **DAYLIGHT SAVING TIME ENDS – NOVEMBER 5th.**

Don't forget to:

- Adjust your clocks back one hour.
- Replace batteries in your smoke detector.
- Replace batteries in your carbon monoxide detectors.
- Change the filters in your heating system.
- Adjust your irrigation system to water per recommended winter schedules.

## **IF YOU OPEN IT, CLOSE IT**

Please remember to keep all gates closed at all times. When entering and exiting the pool or pedestrian gates sometimes the gates do not close all the way. Please make sure you check behind you to make sure that the gate has closed and latched.

## **BOARD OF DIRECTORS:**

**President:** Connie Rothacker

**Vice President:** JoAnn Ines

**Secretary:** Rosemary McMackin

## **NEXT BOARD MEETING:**

**Tuesday, November 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

ctaylor@keystonepacific.com

### **Emergency After Hours:**

**949-833-2600**

Fax: 949-833-0919

## **COMMON AREA ISSUES:**

Hannah Rangel

hrangel@keystonepacific.com

Phone: 949- 838- 3254

## **BILLING QUESTIONS/**

**ADDRESS CHANGES/**

**WEBSITE LOGIN:**

Phone: 949-833-2600

customercare@keystonepacific.com

## **INSURANCE BROKER:**

Cornerstone Commercial &  
Personal Insurance Services, Inc.

Office: (909) 941-9080

Fax: (909) 941-9050

## **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 Hannah Rangel at (949) 838-3254.

# NOVEMBER 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 – November 21, 2017 at the Community Clubhouse.**

## DOG PARK RULES!

Please be aware the Dog Park is open from **10:00 AM to dusk daily**. If you see someone abusing the dog park please contact Management immediately. Failure to comply with the rules posted on the fence may result in being called to a hearing and assessed monetary fines.



## 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 be sent to the attention of Clint Taylor no later than the 5th of each month for inclusion in the following month's newsletter.

## PERMIT AND CARPORT PARKING!

In accordance with our Rules and Regulations all residents are required to have a valid Crown Villas parking permit when parking in the community. This includes and is not limited to parking in your assigned carport. The Association reserves the right to cite and tow any vehicle that does not have a valid parking permit displayed on their windshield.

## KEEPING OUR COMMUNITY LOOKING GOOD

We need all of our residents help in keeping Crown Villas 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 patios and balcony's free of clutter and unsightly items.

Thank you for taking pride in the appearance of our community.

Your cooperation is appreciated!

## 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. Thank you.



**APPLICATION FOR CANDIDACY  
FOR THE BOARD OF DIRECTORS**

Dear Homeowner:

The Annual Election will be held in January 2018. If you are interested in serving on the Board, please complete this application and return it to KEYSTONE PACIFIC PROPERTY MANAGEMENT, LLC at the office address displayed below. The deadline to submit is on **Qevqdt '53.'2017'bv'7-22'RO 0'**

*Please type in the information requested below.*

NAME: \_\_\_\_\_

*(Please note: Be sure to complete and return verification information on page 2 of this application)*

*\*Candidacy statement needs to be kept to one page.*

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

*(Per Civil Code, this form will be sent with the election materials, as submitted)*

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**Professionally Managed by: Keystone Pacific Property Management, LLC**  
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**APPLICATION FOR CANDIDACY  
FOR THE BOARD OF DIRECTORS**

HOMEOWNER VERIFICATION INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_