

January 2017

# NORTHSTAR RANCH COMMUNITY ASSOCIATION

[WWW.NORTHSTARRANCHHOA.COM](http://WWW.NORTHSTARRANCHHOA.COM)

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

**The Board of Directors and Management would like to wish each of you a Happy New Year!**



## NEW YEAR'S RESOLUTIONS!

- I will clean out my garage, so that I can park in it.
- I will drive slowly and carefully through the property and remind my guests to do the same.
- I will always keep my dog on a leash while walking through the community, and I will pick up after my pet every time.
- I won't make changes to my home until I have received architectural approval.
- I will report any problems with the common area as soon as I spot them.
- I will be a courteous neighbor and remember that noise travels.

## BACKYARD MAINTENANCE

As the weather cools, it's a great time to get outside and work in the backyard. Let's all strive to show pride of ownership throughout the community and raise the bar as it pertains to our backyards!



### **BOARD OF DIRECTORS:**

**President:** Brenda George  
**Vice President:** Steven Olsen  
**Secretary:** Hany Mansour  
**Treasurer:** Vacant

*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.*

### **Next Board Meeting:**

January 16, 2017 at 7:00 pm in the Keystone Pacific Property Management, Inc. Board Room, 41593 Winchester Road, Suite 113, Temecula, CA. 92590.

### **IMPORTANT NUMBERS:**

#### **ASSOCIATION MANAGER:**

**Clint Taylor**

Phone: 949-838-3291

*Emergency After Hours:*

**949-833-2600**

Fax: 949-833-0919

[ctaylor@keystonepacific.com](mailto:ctaylor@keystonepacific.com)

#### **COMMON AREA ISSUES:**

Jess Loera

Phone: 949-838-3254

[jloera@keystonepacific.com](mailto:jloera@keystonepacific.com)

#### **BILLING QUESTIONS/ ADDRESS**

#### **CHANGES/ WEBSITE LOGIN:**

Phone: 949-833-2600

[customercare@keystonepacific.com](mailto:customercare@keystonepacific.com)

#### **INSURANCE BROKER:**

Berg Insurance Agency

3651 Birtcher Dr, Lake Forest, CA

92630 (949) 830-4590

#### **ARCHITECTURAL DESK:**

Please submit your Architectural

Applications to:

[architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)

# JANUARY 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- January 16, 2017 at 7:00 pm in the Keystone Pacific Property Management Inc. Board Room, 41593 Winchester Road, Suite 113, Temecula, CA. 92590.

## BE A RESPONSIBLE PET OWNER

Pets must be on a leash at all times regardless of the size of your pet. Also, no one wants to step in dog feces while out walking their dog. Please pick up after your animal. Please refrain from placing used doggie bags into the planters. When the association pays a vendor to remove dog waste, it costs everyone in the association money. Problems associated with animals, including noise disturbances and defecation must be directed to Animal Control. No animals, including dogs, cats, birds and other domesticated animals, are permitted in any pool area or common facilities at any time.

## TRASH CAN STORAGE & LABEL

When placing your trash cans out for pick up, please keep in mind that in many cases, they take up valuable parking spaces. This is one of the reasons why it is so important to only leave them out long enough for pick up. Further, please remember that all residents must label their trash containers in the Northstar Ranch Community.



## HOMEWISEDOCS.COM

Keystone Pacific Property Management, Inc. is pleased to announce its transition to HomeWiseDocs.com, the next generation in document and data delivery for resale packages, resale demands, lender questionnaires and association documents. HomeWiseDocs.com provides reliable, around-the-clock online access to all governing documents and critical project data for lenders, closing agents, real estate professionals, and homeowners from Keystone Pacific's managed communities.

Please see below for login information:

Online Chat at [www.homewisedocs.com](http://www.homewisedocs.com)

Help Desk: 866.925.5004 x 1

e-mail: [info@homewisedocs.com](mailto:info@homewisedocs.com)

Log on to [www.homewisedocs.com](http://www.homewisedocs.com) and select the Sign Up link to register. The many system enhancements geared toward an improved user experience include:

- Order by address or association name
- Email and SMS text completion notices for users
- Track orders online with confirmation
- Much more!

## COMMON AREA LANDSCAPING

Please be reminded that homeowners are not allowed to put anything in the Common Area Landscaping. This includes Holiday decorations, signs, solar lights, potted plants etc. Anything put in the common area landscaping will be removed by management without notice. Please note decorations may only be attached to your home or front porch and must be removed by January 15, 2017.

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

Dear Homeowner:

The Annual Election will be held in April 2017. If you are interested in serving on the Board, please complete this application and return it to KEYSTONE PACIFIC PROPERTY MANAGEMENT, INC. at the office address displayed below by **5:00 PM on *Lcpwct*{ '53.'4237}**.

*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)*

**Page 1 of 2**

**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: \_\_\_\_\_