

January 2018

CASTELLINA

www.castellinaho.org

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

HAPPY NEW YEAR!

Here's a toast to the future,
A toast to the past,
And a toast to our friends, far and near.
May the future be pleasant;
The past a bright dream;
May our friends remain faithful and dear.



TEMPORARY MANAGER CHANGE

Please note that there will be a temporary manager change effective January 1, 2018. Randa Rayer will be covering the Manager responsibilities for Castellina or the next 2-3 months. Randa will be the contact for all business relating to Castellina. Please contact Randa at 949-838-3260 or via email at rrayor@keystonepacific.com. Randa will be supported by Chandler Schuyler for common area maintenance concerns. Please contact Chandler Schuyler at 949-838-3269 or via email at ccschuyler@keystonepacific.com. Thank you for your assistance.

TOWN HALL MEETING SUMMIT CONSULTING DEFECT SETTLEMENT REPAIR SCHEDULING

SATURDAY, JANUARY 13, 2018

10:00 A.M.

LOCATION TO BE DETERMINED
CHECK THE WEBSITE FOR UPDATES



BOARD OF DIRECTORS:

President: David Viers
Vice-President: Elizabeth Edwards
Treasurer: Bob Daly
Secretary: Lynne Vacketta
Member-at-Large: Denise Newry

NEXT BOARD MEETING

Thursday, January 11, 2018 @
Time to be Determined
Covenant Hills Clubhouse
1 Covenant Hills, Ladera Ranch, CA

The final agenda will be posted at the bulletin board at the pool. You may also obtain a copy of the agenda by contacting management at 949-838-3207.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Bea Garrahy
Phone: 949-838-3207
Emergency After Hours: 949-833-2600
Fax: 949-833-0919
bgarrahy@keystonepacific.com

COMMON AREA ISSUES:

Chandler Schuyler
Phone: 949-838-3269
cschuyler@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600
customer@keystonepacific.com

ARCHITECTURAL DESK:

Phone: 949-838-3239
architectural@keystonepacific.com

INSURANCE BROKER:

Roy Palacios Insurance Agency, Inc.
949-582-0964



January 2018 REMINDERS

- Keystone Pacific Closed in Observance of New Year's - Monday, 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.

Trash Pick-Up Day - Fridays

Please remove trash cans from the common areas after this day.

Thursday, January 11, 2018 Board Meeting

Time to be Determined

Location: Covenant Hills Clubhouse

1 Covenant Hills, Ladera Ranch, CA

SIGN UP FOR COMMUNITY E-NEWS

Sign up to receive news and updates pertaining to our community association via email.

To sign up, please register from the "Update My Profile" page once you have logged into your billing account at www.keystonepacific.com.

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 customer care@keystonepacific.com to request an ACH application.

HOLIDAY DECORATIONS



During the holidays, decorations help make the community more festive. Please keep in mind however that you should be removing them soon after the holidays. The general rule is to remove them a week after New Years or no later than January 13, 2018.

CHRISTMAS TREE RECYCLING

Christmas trees will be collected for the first two weeks following Christmas Day on your regular collection day.

Important reminders:

- Trees taller than 6 feet will need to be cut in half
- Remove all tinsel, ornaments and stands
- Flocked trees will be collected, however, not recycled
- Put your tree out for pick up, the *night before* your regular collection day!



BACKYARD MAINTENANCE



It has come to Management's attention that the plant materials in homeowners back yards are over grown and encroaching onto the Association's common areas and fences. When the plant material is overgrown into the common area pathways behind the homes it is difficult for the landscapers to access the landscaping on the slopes in these areas.

The Board and Management request that you have your gardeners trim the over grown plants and vines away from the back yard fencing and maintain the vegetation on a regular basis. Also, please check your irrigation to make sure that the timers are adjusted so that the back yard plants are not being over watered and water run off to the slope. Thank you for your assistance.

