

## **THE NORTHWOOD POINTE MAINTENANCE ASSOCIATION FACT SHEET**

### **AREAS INCLUDED WITHIN THE NORTHWOOD POINTE MAINTENANCE ASSOCIATION**

This fact sheet includes a map of the residences included within the Northwood Pointe Maintenance Association.

### **RESPONSIBILITIES OF THE NORTHWOOD POINTE MAINTENANCE ASSOCIATION**

THE NORTHWOOD POINTE MAINTENANCE ASSOCIATION WAS CREATED AS, AND IS, A LIMITED PURPOSE ENTITY.

The Northwood Pointe Maintenance Association is responsible for maintaining and preserving the property that belongs to the Northwood Pointe Maintenance Association and enforcing the rules of the Northwood Pointe Maintenance Association.

The Northwood Pointe Maintenance Association has NO other areas of responsibility.

The Northwood Pointe Maintenance Association is NOT responsible for maintaining property that is not owned by the Northwood Pointe Maintenance Association.

The Northwood Pointe Maintenance Association does NOT become involved in or address any issues that are not under the jurisdiction of the Northwood Pointe Maintenance Association.

The Northwood Pointe Maintenance Association does NOT take positions on political issues and is NOT a community or political advocacy organization.

The Northwood Pointe Maintenance Association is not a law enforcement agency. Reports of possible violations of the law must be made directly to the City of Irvine Police Department at (949) 724-7000.

### **MANAGEMENT OF THE NORTHWOOD POINTE MAINTENANCE ASSOCIATION**

The Northwood Pointe Maintenance Association is managed by the Northwood Pointe Maintenance Association Board of Directors. The Northwood Pointe Maintenance Association does not compensate the Board of Directors for their service.

Because the Northwood Pointe Maintenance Association requires day-to-day management and administration, the Board has engaged Keystone Pacific Property Management, Inc. as the Northwood Pointe Maintenance Association management company. The Northwood Pointe Maintenance Association compensates Keystone Pacific for its services, including certain financial and accounting services, from a portion of the dues paid by homeowners in the Northwood Pointe Maintenance Association. Keystone Pacific is available to answer homeowner questions regarding Northwood Pointe Maintenance Association matters and to

receive homeowner comments and suggestions. If a matter raised by a homeowner requires Board action, Keystone Pacific will refer that matter to the Board for review. In addition, in order for the Board to keep abreast of homeowner comments and suggestions, Keystone Pacific provides copies of all homeowner correspondence to the Board.

Keystone Pacific is NOT responsible for, and is NOT paid by the Northwood Pointe Maintenance Association for, undertaking any obligations that are not the responsibility of the Northwood Pointe Maintenance Association. **Homeowners should not request that Keystone Pacific undertake activities that are not the responsibility of the Northwood Pointe Maintenance Association. Such requests, if made, will be declined in order to preserve Northwood Pointe Maintenance Association funds for proper Northwood Pointe Maintenance Association activities.**

In addition, Keystone Pacific is only authorized to undertake activities approved by the Northwood Pointe Maintenance Association Board of Directors. The Keystone Pacific representative can advise a homeowner at the time of a homeowner request for action regarding whether Keystone Pacific can address the request directly, or if affirmative action by the Board of Directors will be required.

### **NORTHWOOD POINTE MAINTENANCE ASSOCIATION BOARD MEETINGS**

Please refer to your monthly billing statement for the next Board of Directors meeting date and time. Unless otherwise notified, the location of the meetings is at the offices of Keystone Pacific, 16845 Von Karman, Suite 200, Irvine.

Your questions, comments and suggestions regarding Northwood Pointe Maintenance Association matters can and should be communicated as they arise to the Keystone Pacific representative for the Northwood Pointe Maintenance Association.

In addition, you may address a specific Northwood Pointe Maintenance Association matter in person with the Board provided you contact Keystone Pacific at least 10 days in advance of the meeting in order to be placed on the agenda.

### **NORTHWOOD POINTE MAINTENANCE ASSOCIATION FINANCES**

Monthly dues fund the activities of the Northwood Pointe Maintenance Association. Prior to the completion of homes, the builder pays the monthly dues. After home completion and close of escrow, the homeowner pays the monthly dues.

The Northwood Pointe Maintenance Association compensates Keystone Pacific for its services (including monthly dues assessment and collections) from a portion of the dues paid by homeowners in the Northwood Pointe Maintenance Association. Dues are also used to fund the other expenses of the Northwood Pointe Maintenance Association which include, among others, the following general types of expenses:

- (1) For Northwood Pointe Maintenance Association Common Area:

- (a) Landscaping services for Northwood Pointe Maintenance Association common area landscaping, including replacement of dead and dying landscaping, landscape enhancements, and landscaping electricity and water
  - (b) Cleaning and maintenance services for the Northwood Pointe pool, restrooms and showers, including painting, tile and pool repairs, and pool furniture repair and replacement
  - (c) Northwood Pointe pool lifeguard services and pool equipment
  - (d) Electricity, water and sewer charges for the Northwood Pointe pool, restrooms and showers and parking lot lighting
  - (e) Northwood Pointe fence painting
  - (f) Repair of broken or damaged equipment
- (2) Special financial and accounting services
  - (3) Legal fees and rule enforcement costs
  - (4) Northwood Pointe Maintenance Association insurance

In addition, a portion of Northwood Pointe Maintenance Association funds are set aside each year in reserve funds to repair and replace existing Northwood Pointe Maintenance Association assets in the future.

All Northwood Pointe Maintenance Association funds are invested in FDIC insured accounts.

### **NORTHWOOD POINTE MAINTENANCE ASSOCIATION COMMON AREA**

The property owned by the Northwood Pointe Maintenance Association includes the following areas.

#### **NORTHWOOD POINTE MAINTENANCE ASSOCIATION COMMON AREA LANDSCAPING**

The Northwood Pointe Maintenance Association owns and maintains the following common area landscaping:

- (1) Along the west side of Culver, between the trail boundary and Portola, but NOT the center divider of Culver or the landscaping along the west side of Culver area adjacent to Northpark.

The center divider is owned and maintained by the City of Irvine.

Suggestions, comments or concerns regarding landscaping on City of Irvine-owned property must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

The landscaping along the west side of Culver area adjacent to Northpark is owned and maintained by the City of Irvine and is NOT part of the Northwood Pointe Maintenance Association or any of its Sub-Associations.

- (2) Along Meadowood along both sides of the street, but NOT the center divider or the area in front of Meadowood Park, the Citrus Glen Park at the intersection of Meadowood and Citrus Glen, and NOT the landscaping at the Sub-Association area entrances or within any Sub-Association area.

The center divider, the area in front of Meadowood Park and the Citrus Glen Park are owned and maintained by the City of Irvine.

Suggestions, comments or concerns regarding landscaping on City of Irvine-owned property must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

The Sub-Association area entrances and the common areas within the Sub-Association areas are owned and maintained by the Sub-Associations.

Suggestions, comments or concerns regarding Sub-Association landscaping must be directed to the appropriate Sub-Association.

- (3) Along Yale Avenue, between Meadowood and the trail boundary and between Portola and the Yale Court (where it meets the Meadowood Park and Montessori school parking lot).
- (4) Along Canyonwood, but NOT the landscaping at the Sub-Association entrances or within any Sub-Association area.

The Sub-Association area entrances and the common areas within the Sub-Association area are owned and maintained by the Sub-Associations.

Suggestions, comments or concerns regarding Sub-Association landscaping must be directed to the appropriate Sub-Association.

- (5) Along Arborwood, but NOT the landscaping at the Sub-Association entrances or within any Sub-Association area.

The Sub-Association area entrances and the areas within the Sub-Association are owned and maintained by the Sub-Associations. Although the Sub-Association Lanesend does not have gates, the entrance to this community and all common area landscaping and amenities inside the Sub-Association area are the responsibility of the Lanesend Homeowner's Association. The same applies to Arden Square.

Suggestions, comments or concerns regarding Sub-Association landscaping must be directed to the appropriate Sub-Association.

- (6) Along Citrus Glen, but NOT the Citrus Glen Park area which is owned and maintained by the City of Irvine, and NOT the landscaping at the Sub-Association entrances or within any Sub-Association area.

Suggestions, comments or concerns regarding landscaping on City of Irvine-owned property must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

The Sub-Association area entrances and the areas within the Sub-Association are owned and maintained by the Sub-Associations.

Suggestions, comments or concerns regarding Sub-Association landscaping must be directed to the appropriate Sub-Association.

- (7) The Northwood Pointe pool and pool parking lot, but NOT the Meadowood Park area and parking lot which are owned and maintained by the City of Irvine.
- (8) The landscape on both sides of the walkway along the Paseo between Arborcrest II and Somerton, from Citrusglen until the Paseo meets the Hicks Canyon Trail area.

Suggestions, comments or concerns regarding landscaping on City of Irvine-owned property must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

Questions regarding Northwood Pointe Maintenance Association landscaping must be directed to Lani Kaneshiro at Keystone Pacific at Telephone (949) 838-3230 or Fax (949) 833-0919 or E-Mail at [lkaneshiro@keystonepacific.com](mailto:lkaneshiro@keystonepacific.com).

### **NORTHWOOD POINTE MAINTENANCE ASSOCIATION POOL**

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any pool except the Northwood Pointe Maintenance Association pool and parking lot.

Reports of maintenance problems at the Northwood Pointe Maintenance Association pool and its parking lot must be directed to Lani Kaneshiro at Keystone Pacific at telephone (949) 838-3230 or Fax: (949) 833-0919 or E-Mail at [lkaneshiro@keystonepacific.com](mailto:lkaneshiro@keystonepacific.com).

Reports of possible violations of the law must be made directly to the City of Irvine Police Department at (949) 724-7000.

Suggestions, comments or concerns regarding any other pools in the Northwood Pointe area must be directed to the appropriate Sub-Association.

The Northwood Pointe Maintenance Association pool is for use by Northwood Pointe Maintenance Association residents and their guests. Requests by others for use of the pool will be denied.

**Northwood Pointe Maintenance Association does not take reservations for the pool.** The pool is used on a “first come, first served” basis.

All original owners were provided two keys by the builder sales office when they purchased their home. It is the responsibility of the original owners and any subsequent owner to pass the keys along to the next owner. If keys are lost or not exchanged, the charge for one (1) replacement key is \$50.00, payable to the Northwood Pointe Maintenance Association. The key may be picked up directly from the offices of Keystone Pacific or a check for the key may be mailed to Keystone Pacific and a key will be mailed back to you. Multiple keys may be purchased at \$50.00 per key.

The Northwood Pointe Maintenance Association pool and parking lot are located near the intersection of Meadowood and Yale, adjacent to the City of Irvine owned and operated Meadowood Park and its parking lot.

Suggestions, comments or concerns regarding the Meadowood Park and its parking lot must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

### **NORTHWOOD POINTE MAINTENANCE ASSOCIATION FENCING**

The Northwood Pointe Maintenance Association does NOT own or maintain any fencing except the Northwood Pointe Maintenance Association pool fencing, the wrought iron fencing on both sides of the walkway that separates the homeowner lots from the Paseo between Arborcrest II and Somerton, from Citrusglen until the Paseo meets the Hicks Canyon Trail area, and the perimeter wrought iron fencing around Arborcrest II, Somerton and Collage, but not Rosegate, Trailwood or Canyonview.

The Northwood Pointe Maintenance Association does NOT own or maintain any fencing within any Sub-Association area.

Questions regarding Northwood Pointe Maintenance Association walls must be directed to Lani Kaneshiro at Keystone Pacific at Telephone (949) 838-3230 or Fax: (949) 833-0919 or E-Mail at lkaneshiro@keystonepacific.com.

Suggestions, comments or concerns regarding Sub-Association walls must be directed to the appropriate Sub-Association.

### **NORTHWOOD POINTE MAINTENANCE ASSOCIATION WALLS**

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any walls except the perimeter boundary block walls of each Sub-Association. Northwood Pointe Maintenance Association also maintains the wrought iron portion of the perimeter walls in Somerton, Collage and Arborcrest II. Northwood Pointe Maintenance

Association does NOT maintain the wrought iron portion of the perimeter walls in Rosegate and Trailwood, which back up to Hicks Canyon Wash. This wrought iron is maintained by each respective Sub-Association. Northwood Pointe Maintenance Association does NOT maintain the wrought iron fence between Canyonview and the City of Irvine maintained Meadowood Park. This wrought iron is maintained by Canyonview.

If a boundary wall exists between Sub-Associations, the Northwood Pointe Maintenance Association does NOT own or maintain the wall unless the wall is adjacent to landscaping owned and maintained by the Northwood Pointe Maintenance Association.

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any walls within any Sub-Association area.

Questions regarding Northwood Pointe Maintenance Association walls must be directed to Lani Kaneshiro at Keystone Pacific at Telephone (949) 838-3230 or Fax: (949) 833-0919 or E-Mail at lkaneshiro@keystonepacific.com.

Suggestions, comments or concerns regarding Sub-Association walls must be directed to the appropriate Sub-Association.

#### **NORTHWOOD POINTE MAINTENANCE ASSOCIATION SIDEWALKS**

The Northwood Pointe Maintenance Association does NOT own or maintain any sidewalks in the Northwood Pointe area except the sidewalk along the Paseo between Arborcrest II and Somerton, from Citrusglen until the Paseo meets the Hicks Canyon Trail area.

Questions regarding the Northwood Pointe Maintenance Association sidewalk must be directed to Lani Kaneshiro at Keystone Pacific at Telephone (949) 838-3230 or Fax: (949) 833-0919 or E-Mail at lkaneshiro@keystonepacific.com.

#### **PROPERTY NOT OWNED BY THE NORTHWOOD POINTE MAINTENANCE ASSOCIATION**

The following property is NOT owned by the Northwood Pointe Maintenance Association.

#### **FENCING**

The Northwood Pointe Maintenance Association does NOT own or maintain any fencing/walls within any Sub-Association area.

Suggestions, comments or concerns regarding Sub-Association fencing/walls must be directed to the appropriate Sub-Association.

## **GATES**

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any entrance or exit gates. Gates are owned by individual Sub-Associations.

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any emergency exit gates or pedestrian gates within any Sub-Association areas, including any of the wrought iron pedestrian gates along the Paseo between Arborcrest II and Somerton, from Citrusglen until the Paseo meets the Hicks Canyon Trail area.

Suggestions, comments or concerns regarding the gates must be directed to the appropriate Sub-Association.

## **LANDSCAPING ON MEADOWOOD ALONG CENTER DIVIDER**

The Northwood Pointe Maintenance Association does NOT own, operate or maintain the center divider area on Meadowood. The center divider is owned and maintained by the City of Irvine.

Suggestions, comments or concerns regarding the center divider area must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

## **LANDSCAPING ALONG THE WEST SIDE OF CULVER**

The landscaping along the west side of Culver area adjacent to Northpark is owned and maintained by the City of Irvine and is NOT part of the Northwood Pointe Maintenance Association.

## **LANDSCAPING AT THE SUB-ASSOCIATION AREA ENTRANCES AND WITHIN ANY SUB-ASSOCIATION AREA WHETHER GATED OR NOT**

The Sub-Association area entrances and the common areas within the Sub-Association area, whether the Sub-Associations are gated or not, are owned and maintained by the Sub-Associations, and are NOT owned and maintained by the Northwood Pointe Maintenance Association.

Suggestions, comments or concerns regarding Sub-Association landscaping must be directed to the appropriate Sub-Association.

## **LIGHTING**

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any lighting, except the lighting in the Northwood Pointe pool parking lot accessed via Meadowood, and the pathway lighting on both sides of the Paseo between Arborcrest II and Somerton, from Citrusglen until the Paseo meets the Hicks Canyon Trail area.



Reports of lights out at the Northwood Pointe pool parking lot or on the pathway along the Paseo must be directed to Lani Kaneshiro at Keystone Pacific at Telephone (949) 838-3230 or Fax: (949) 833-0919 or E-Mail at lkaneshiro@keystonepacific.com.

Lighting at a Sub-Association entrance or within a Sub-Association gates are the responsibility of the Sub Association except for street lights which are maintained by Southern California Edison (SCE). SCE may be contacted at (800) 655-4555.

Suggestions, comments or concerns regarding those lights must be directed to the Sub-Association or SCE.

The lighting located in the Meadowood Park and the Citrus Glen Park is the responsibility of the City of Irvine. Suggestions, comments or concerns regarding City of Irvine lighting must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

All street lights are the responsibility of SCE to maintain. Please contact SCE at (800) 655-4555.

### **MAILBOXES**

The Northwood Pointe Maintenance Association does NOT own or maintain any mailboxes within the community. The mailboxes are maintained by each Sub-Association.

Suggestions, comments or concerns regarding mailboxes must be directed to the appropriate Sub-Association.

### **PARKS AND THEIR PARKING LOTS**

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any parks or the parking lots associated with those parks.

The Meadowood Park, the Citrus Glen Park (equipped with Tennis Courts), and the Hicks Canyon Park, and their respective parking lots are NOT Northwood Pointe Maintenance Association property. The Northwood Pointe Maintenance Association has no jurisdiction over the parks or the parking lots. The parks and parking lots and their landscaping and other facilities are owned and maintained by the City of Irvine.

Suggestions, comments or concerns regarding the parks and their parking lots must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

Parks located within the Sub-Association and their respective parking lots are NOT Northwood Pointe Maintenance Association property.

The Sub-Association parks and their parking lots are owned and maintained by the Sub-Associations.

Suggestions, comments or concerns regarding Sub-Association parks and their parking lots must be directed to the appropriate Sub-Association.

### **SCHOOLS**

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any schools or school property.

Suggestions, comments or concerns regarding any school located in the Northwood Pointe area must be directed to that school.

### **SIDEWALKS**

The Northwood Pointe Maintenance Association does NOT own or maintain any sidewalks in the Northwood Pointe area except the sidewalk along the Paseo between Arborcrest II and Somerton, from Citrusglen until the Paseo meets the Hicks Canyon Trail area.

Sidewalks within each Sub-Association area are owned and maintained by the Sub-Association.

Suggestions, comments or concerns regarding those sidewalks must be directed to the appropriate Sub-Association.

Sidewalks adjacent to City of Irvine streets are owned and maintained by the City of Irvine. The sidewalks adjacent to Meadowood, Canyonwood, Citrus Glen, Arborwood and Yale are City of Irvine property.

Suggestions, comments or concerns regarding these sidewalks must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

### **STREETS**

The Northwood Pointe Maintenance Association does NOT own any streets in the Northwood Pointe area.

Streets within a Sub-Association area are owned and maintained by the Sub-Association responsible for that area.

Suggestions, comments or concerns regarding those streets must be directed to the appropriate Sub-Association.

Streets not within gated or non-gated Sub-Association areas are City of Irvine property. The City of Irvine streets adjacent to Northwood Pointe are Meadowood, Canyonwood, Citrus Glen, Arborwood and Yale.

Suggestions, comments or concerns regarding the streets must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

### **TRAILS--HICKS CANYON**

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any trails or associated landscaping or lighting.

Suggestions, comments or concerns regarding the trails must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

### **WALLS**

If a boundary wall exists between Sub-Associations, the Northwood Pointe Maintenance Association does NOT own or maintain the wall unless the wall is adjacent to landscaping owned and maintained by the Northwood Pointe Maintenance Association.

The Northwood Pointe Maintenance Association does NOT own, operate or maintain any walls within any Sub-Association area.

Suggestions, comments or concerns regarding Sub-Association walls must be directed to the appropriate Sub-Association.

## **ENFORCEMENT OF NORTHWOOD POINTE MAINTENANCE ASSOCIATION RULES**

The Northwood Pointe Maintenance Association is NOT responsible for enforcing rules except the rules of the Northwood Pointe Maintenance Association.

When you purchased your home, you were given a copy of the Northwood Pointe Maintenance Association rules, which are called “Codes, Covenants & Restrictions” or “CC&Rs.” These rules are binding on all Northwood Pointe residents. These rules can ONLY be changed by following the procedures specified in the CC&Rs. These rules cannot be changed by a petition.

The CC&Rs allow for the adoption by the Northwood Pointe Maintenance Association Board of Directors of additional rules that are not inconsistent with the CC&Rs. When you purchased your home, you were given a copy of any rules additionally adopted by the Northwood Pointe Maintenance Association Board of Directors.

When new rules are adopted by the Northwood Pointe Maintenance Association Board of Directors, written notice of those rules is provided to each Northwood Pointe Maintenance Association homeowner by mail. It is the responsibility of homeowners to provide a copy of the CC&Rs, Architectural Guidelines and Rules & Regulations to their tenants.

## **LANDSCAPE PLAN REVIEW AND APPROVAL**

The CC&Rs for the Northwood Pointe Maintenance Association require every homeowner in the Northwood Pointe Maintenance Association, within 180 days (6 months) of the close of escrow,

to submit plans to and receive approval from the Northwood Pointe Maintenance Association, and to install their front and back yard landscaping.

**Please remember the following when submitting your plan to the Northwood Pointe Maintenance Association for review:**

1. You must submit three (3) copies of your proposed plans, one (1) copy of your Application Form and a complete Neighbor Awareness Statement signed by all of your surrounding neighbors and a check for the review fee in the amount of \$125.00. Your check must be made payable to Northwood Pointe Maintenance Association. The Northwood Pointe Maintenance Association does not receive any profit from the \$125.00 review fee. The plan review fee is the amount actually paid to the architect engaged to review the plans on behalf of the Northwood Pointe Maintenance Association.
2. Please remember that according to the Northwood Pointe CC&Rs, the Architectural Review Committee has thirty (30) days in which to review your plans. Please keep this in mind when scheduling your improvements.
3. Keystone Pacific will notify you by mail when it receives your plans. Approval or disapproval of your submittal will also be communicated via mail. If you would like to drop off your plans in person, you may make an appointment by calling the Architectural Desk at (949) 838-3239.
4. If you live in a Sub-Association that has additional CC&Rs which require a separate Sub-Association landscape and architectural review, you must obtain approval of your plans from your Sub-Association BEFORE you submit your plans and other required paperwork to Northwood Pointe. The Sub-Associations that require their own review are: Rosegate, Arborcrest, Georgetown, Lexington, Lanesend and Northwood Villas.

The fees involved in the Sub-Association landscape plan review do not fund the separate review conducted by the Northwood Pointe Maintenance Association for compliance with the Northwood Pointe Maintenance Association CC&Rs and Rules & Regulations.

Suggestions, comments or concerns regarding the landscape and architectural review requirements and application information for your Sub-Association must be directed to the appropriate Sub-Association.

5. Following the initial installation of your landscaping, any landscaping modification must also be pre-approved and the same process followed as described in steps 1 – 4 above.
6. Any modification to your home's structure which is visible from the exterior (for example, exterior paint color, windows, exterior doors, etc.) must be pre-approved and the same process followed as described in steps 1 – 4 above, except for modifications pre-approved by Rule & Regulation of the Board.
7. By Rule & Regulation, the Northwood Pointe Maintenance Association Board has pre-approved a retractable screen door for use throughout the Northwood Pointe community. There are two known manufacturers of the screen doors: 1) The local authorized dealer of

"Mirage" may be reached by calling (949) 464-2088. 2) The local authorized dealer of "Reel Screen" may be reached at (888) 909-3111. The screen door is virtually invisible. When not in use, the screen retracts in its framing leaving your front door completely visible. If you want to install a screen door on your house and choose to use this manufacturer, it is not necessary to submit your screen door plans to Northwood Pointe for pre-installation approval. If you would like to install any other type or make of screen door, you must submit a formal application and sample pictures of the screen for the Board to review. There will not be a review fee for this process. Remember, the above only applies to the Northwood Pointe Maintenance Association review and approval process. If your Sub-Association requires prior review and approval for exterior improvements, you must also obtain Sub-Association approval prior to installing your screen door.

### **BARKING DOGS**

Problems associated with animals must be directed to Animal Control at (949) 724-7092.

Irvine Municipal Code (IMC) #4.5.701 states that ALL dogs are to be on a leash no longer than 6 feet in length and the person holding the leash must be in total control at all times, or they may be issued a citation.

IMC # 4.5.709 states that animal noise is prohibited. If a dog in your area is constantly barking, you can phone Animal Control at (949) 724-7092.

IMC #4.5.201 states that all dogs must be registered at the age of 4 months. Your pet(s) must receive the rabies vaccine. The cost is approximately \$15-25.

IMC #4.5.301 requires pet owners to collect their pet's fecal material, and dispose of it properly. If you see violations, you may call Animal Control at (949) 724-7092.

### **LOUD PARTIES AND OTHER NOISE**

Problems associated with loud parties and noise must be directed to the City of Irvine Police Department at (949) 724-7000.

### **POSSIBLE LEGAL VIOLATIONS**

The Northwood Pointe Maintenance Association is not a law enforcement agency.

Reports of possible violations of the law must be made directly to the City of Irvine Police Department at (949) 724-7000.

### **TRAFFIC CONTROL**

The Northwood Pointe Maintenance Association does NOT own any streets in the Northwood Pointe area, and does NOT control the movement of traffic on those streets.

Streets located within Sub-Association are owned and maintained by the Sub-Associations.

Suggestions, comments or concerns regarding traffic control on those streets must be directed to the appropriate Sub-Association.

Streets not within Sub-Association areas are owned and maintained by the City of Irvine.

Suggestions, comments or concerns regarding traffic control on those the streets must be directed to the City of Irvine Public Works Maintenance Division, which may be reached at (949) 724-7600.

### **NORTHWOOD POINTE AREA SUB-ASSOCIATIONS**

Northwood Pointe is sometimes referred to as the “Master Association” because the residences within the Northwood Pointe Maintenance Association include all of the residences within each Sub-Association.

There are currently twelve (12) “Sub-Associations” included within the Northwood Pointe community: Trailwood, Rosegate, Northwood Villas, Canyonview, Arborcrest, Georgetown, Lexington, Lanesend, Arborcrest II, Somerton, Collage and Arden Square.

Each Sub-Association has its own independent Board of Directors and is responsible for its own management and for maintenance of its own property.

Sub-Associations are separate legal entities from each other and from the Northwood Pointe Maintenance Association. Each is funded by its own dues and manages its own financial accounts and obligations.

Each Sub-Association is responsible for maintaining the common area landscaping, gates, lighting, pools, parks, streets and other property that belong to that Sub-Association.

If you have any questions, comments or concerns regarding the common area landscaping at the Sub-Association entrances, the common area landscaping within the Sub-Association boundaries, the streets located within the Sub-Association, the Sub-Association gates or entrances, or any other property that belongs to a Sub-Association, you must contact your Sub-Association representative.

### **MANAGEMENT REPRESENTATIVE FOR NORTHWOOD POINTE MAINTENANCE ASSOCIATION**

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Web Site: [www.keystonepacific.com](http://www.keystonepacific.com)

**IRVINE COMMUNITY INFORMATION**

Academy of Performing Arts	949 551-3057	Irvine Pony Baseball	949 857-2255
Bobby Sox	949 653-8474	Irvine Youth Basketball	949 786-4222
Boys/Girls Club	949 551-8214	Irvine Cougars Track Club	949 786-1741
Bicycle Club of Irvine	949 553-6944	Irvine Youth Track Club	949 857-1713
Boy Scouts of America	714 546-4990	Library-Heritage	949 551-7151
Chamber of Commerce	949 660-9112	Library-UCP	949 786-4001
Creative Art Guild	949 854-2222	Lions Club of Irvine	949 752-7600
Ebell Club of Irvine	714 731-1383	Little League(Northwood&South)	949 798-5421
Football, Youth	949 262-9556	Mason Regional Park	949 854-2490
Friends of the Library	714 786-1946	Men's Adult Baseball League	800 979-9957
Girls Scout Council of O.C.	714 979-7900	Newcomers Club of Irvine	949 833-9169
Harvest Festival	949 552-7336	Novaquatics	949 559-6682
Irvine Community Theatre	949 857-5946	Soccer (AYSO), North	949 224-5000
Irvine Cougars Track Club	949 559-4789	Soccer (AYSO), South	949 854-2963
Irvine Girls Softball Assoc.	949 651-1901	Synchronized Swimming	949 559-7420
Irvine Historical Museum	949 786-4112	Women's Club of Irvine	949 786-7601
Irvine Lake	714 649-2168	Woodbridge Village Assoc.	949 786-1800
Irvine Lasers Soccer	949 559-5637	Welcome Wagon (Bright Beg)	949 752-2772
Irvine Park (Regional)	714 633-8074		
Police Department	949 724-7000	Animal Control	949 724-7740
Fire Department	949 774-0400	Irvine Ranch Water District	949 453-5300
City of Irvine	949 724-6000	Waste Management	714 558-7761
Pacific Bell	800 310-2355	Canyonview Elementary School	949 936-6900
Cox Communications	949 240-1212	Sierra Vista Middle School	949 936-6600
Southern California Gas Co	800 427-2200	Northwood High School	949 936-7200
Southern California Edison Co	800 655-4555	Northwood Montessori Pre-School	714 508-0400
Public Works	949 724-7600		

**NORTHWOOD POINTE MAINTENANCE ASSOCIATION WEB SITE**

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