

October 2017

# NORTHWOOD POINTE NEWS

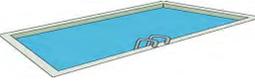
www.nwpointe.org

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

## POOL RENOVATIONS COMING SOON

As you know, last November the Meadowood pool, underwent a massive pool renovation. This year, the pool will undergo some minor repairs which will require the pool to be closed between Thanksgiving and Christmas. Please make sure to check the Northwood Pointe website for pool closure information.

## SWIM LESSONS CONDUCTED AT THE NORTHWOOD POINTE POOL



Please be advised that swim lessons conducted at the Northwood Pointe pool must be for residents only and may use no more than two (2) lanes to allow lap swimmers to swim. If lane lines are being used by swimmers, please conduct lessons in the main body of the pool. If you have any questions, please contact Teresa at [tduhoux@keystonepacific.com](mailto:tduhoux@keystonepacific.com) or (949) 838-3248.

## TRICK-OR-TREAT

With Halloween fast approaching, it is especially important to remember to proceed with extra caution while driving throughout the community. The combination of trick-or-treaters and the absence of light make it crucial that safe driving be practiced by all. This includes following designated speed limits and making a complete stop whenever approaching a stop sign. Be safe and have a Happy Halloween!



## September 11, 2017 BOARD MEETING HIGHLIGHTS

- July 10, 2017 General Session Meeting minutes were approved
- June 30, 2017 and July 31, 2017 Financial Statements were accepted
- Delinquency Report - Liens Placed
- Three Phase Electrical Proposal was approved
- Merrill Lynch CD Investment was approved
- Northwood Pointe Architectural Review Process was discussed
- Northwood Pointe Rules and Regulations was discussed
- Next Meeting Date – November 13, 2017

**President:** Jan Northcutt  
**Vice-President:** Bob King  
**Secretary:** Dave Petka  
**Treasurer:** Lata Jobanputra  
**Member-at-Large:** Melody Alvarado

### NEXT BOARD MEETING:

**Monday, November 13, 2017**  
6:00 P.M.

Keystone Pacific Property  
Management, LLC  
16775 Von Karman, Suite 100  
Irvine, CA 92606

*The final agenda will be posted at the Meadowood pool bulletin board. You may also obtain a copy of the agenda by contacting Management at 949-838-3248.*

### IMPORTANT NUMBERS:

#### ASSOCIATION MANAGER:

**Teresa Duhoux**  
Phone: 949-838-3248  
[tduhoux@keystonepacific.com](mailto:tduhoux@keystonepacific.com)  
**Emergency After Hours: 949-833-2600**  
Fax: 949-833-0919

#### COMMON AREA ISSUES:

**Connie Needham**  
Phone: 949-430-5804  
[cneedham@keystonepacific.com](mailto:cneedham@keystonepacific.com)

#### BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600  
[customercare@keystonepacific.com](mailto:customercare@keystonepacific.com)

#### ARCHITECTURAL SUBMITTALS:

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

#### INSURANCE BROKER:

Armstrong/Robitaille/Riegle  
830 Roosevelt, Suite 200  
Irvine, CA 92620  
(949) 487-6131

**POOL KEYS:** \$50.00 check payable to Northwood Pointe Maintenance Association, contact Connie Needham at 949-430-5804

## October 2017 REMINDERS

- Keystone Pacific Closed in Observance of Columbus Day – Monday, October 9th
- 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.
- Monday, November 13, 2017 - Board Meeting @ 6:00 P.M.  
Keystone Pacific Property Management, LLC  
16775 Von Karman Avenue, Suite 100  
Irvine, CA 92606



### A MEMBERS RIGHT TO PRIVACY

California Civil Code allows a member to request to be removed from the membership list to prevent release of their private contact information to a member requesting the membership list. In order to opt-out of the membership list, you must notify the Association **in writing**. If you choose to opt-out of sharing your name, property address, email address and mailing address under the membership list, the opt-out designation shall remain in effect until changed by you, by written notification to management. If you wish to opt-out, please complete the Opt-Out Form on our website at: <https://www.kppm.com/opt-out/>

### ARCHITECTURAL GUIDELINES FOR NORTHWOOD POINTE

If you are considering exterior improvements to your home, please keep in mind that you must submit for architectural approval prior to commencing work. The review process allows 30 days for review of your submittal from the time of receipt of a completed application. Incomplete applications will be sent back for re-submittal and will not be considered. Due to the volume of submittals, Management cannot expedite the review of any applications; applications will be processed in the order in which the applications are received. If you would like to view the guidelines and application, please visit the Association's website at: [www.nwpointe.org](http://www.nwpointe.org) to download the material or email [tduhoux@keystonepacific.com](mailto:tduhoux@keystonepacific.com) to request a copy.

### LOCAL RESIDENT OWNED BUSINESSES

Are you a Northwood Pointe resident who owns your own business looking to get word out to your neighbors? Have you considered placing an add in our newsletter? The nominal ad fees are as follows:

\$10.00 business card-sized ad	\$20.00 quarter page ad
\$40.00 half page ad	\$80.00 full page ad

Additionally, if you purchase a full twelve months worth of ad space in advance, you only pay for 10 months and get two months free (i.e. \$100.00 vs. \$120.00 for a business card-sized ad). The newsletter ads are a courtesy available only to Northwood Pointe residents. Our monthly newsletter is distributed to all our 1,930 residences. Offsite owners also receive the newsletters. If you are submitting a new ad, the non-refundable fee must be paid in advance. Please make your check payable to Northwood Pointe Maintenance Association. All ads must be submitted via e-mail in a .jpeg, .gif or word file to Teresa at [tduhoux@keystonepacific.com](mailto:tduhoux@keystonepacific.com). Ad space is based on available space.

### LIFEGUARD SCHEDULE WITH SAFE SWIM\*\*

**OCTOBER – 1, 2-6\*, 7, 8, 9-13\*, 14, 15, 16-20\*, 21, 22, 23-27\*, 28, 29**

*\*Lifeguard hours 3:00 p.m. – 7:00 p.m. during the week.*

Lifeguard hours are from 10:00 a.m. to 6:00 p.m. on the dates indicated above for October unless indicated otherwise.\*\* Your help is needed to make sure all pool rules are followed. **All persons younger than 14 years old must be accompanied and supervised by an individual 18 years or older in the pool area.**

*\*\* These dates and times are subject to change without notice.*

## NORTHWOOD POINTE POOL RULES

*Effective February 15, 2006*



### **HOURS**

Sunday - Thursday 6:00 A.M. to 10:00 P.M.  
Friday & Saturday 6:00 A.M. to 10:30 P.M.

### **RESERVATIONS**

Individual homeowners may not reserve pool facilities for exclusive use.

### **POOL MANAGER**

Any problems should be reported immediately to Keystone Pacific Property Management, LLC, at (949) 833-2600.

### **GENERAL RULES**

1. Persons under the age of 14 may not use the pool unless accompanied and supervised by a person 18 years or older. Use the pool at your own risk. The Association assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property.
2. Pool Furniture may not be removed from the pool area for any reason at any time, including for use at the park.
3. Guests may make use of the swimming pool/wading pool only when accompanied by the resident host.
4. All swimmers must shower before entering the pool and must wear a bathing suit (no ragged-edged garments are allowed). Showers are only for persons using the facilities and not for individual personal hygiene not related to use of the facility.
5. For health reasons, persons with bladder control or incontinence issues are required to wear leak-proof swimming attire in the pool (including "swim diapers" for diaper-age persons).
6. Persons with contagious maladies or persons with open sores will not be permitted to use the swimming pool/wading pool.
7. For shoulder length hair or longer, it is recommended that hair be tied back, braided or a cap worn (hair clogs the drains).
8. No running or "horse play" on the pool deck.
9. No "horse play" in the swimming pool/wading pool.
10. No ball/Frisbee or object throwing.
11. No gum in the pool area.
12. No skateboards, bicycles/tricycles/skates/roller blades inside the fenced area.
13. No glass bottles or other glass containers/objects inside the fenced area.
14. No pets inside the fenced area.
15. No unduly loud or disturbing noise inside the fenced area.
16. No radios/playback sound devices without headsets inside the fenced area.
17. No diving from benches, tables or other facility structures inside the fenced area.
18. No rafts, inflatable objects, or diving rings during busy periods. The lifeguard determines busy periods. Lifejackets are always allowed.
19. No "boogie boards", body boards or surf boards.
20. No smoking.
21. No alcoholic beverages.
22. No pool furniture in the pool.
23. Anyone urinating or defecating in the pool is subject to immediate removal from the pool and pool area and the imposition of appropriate penalties, which may include charging residents with all costs associated with the draining and cleaning of pool.
24. Residents are also subject to fines for such actions by themselves or their guests.

## HERE IS A GREAT OPPORTUNITY

Irvine investment management company (located 3 miles from Northwood Pointe) seeks part-time, approximately 25 hr/wk, bookkeeper/administrative assistant with accounting and general office skills. Candidate must have strong computer skills, the ability to research, prioritize work, compose correspondence, and work independently with little supervision. The ideal candidate will be experienced in handling accounting related tasks and a wide range of administrative tasks. Responsibilities include bookkeeping which includes bank reconciliations, data entry, and accounts payable. Also general office responsibilities of updating databases, paperless data management, preparing domestic and international mailings, making travel arrangements, filing, and proofreading. Must be detailed-oriented, organized, able to multi-task, flexible and resourceful. College degree required. Experience with accounting software, Excel is required. Experience with Sage, Salesforce, Constant Contact, and LaserFiche helpful.

If you are interested, please send resume and cover letter to: [jteltscher@pabraifunds.com](mailto:jteltscher@pabraifunds.com)

# PLACE YOUR AD HERE

**Kaylyn Zhu/朱俁依**, 在您身旁的房产经纪

帮您租房! 买房! 卖房!

电话 / Cell: **949-838-7451**

微信/wechat: **656801217**

加我微信, 创建

北木家庭微信组

**Northwood Family Group Chat**

**I live right here in Northwood**

**Buy? Sell? Lease?**

**I pick up phone right away and I am only 5 minutes away!**

**International Home Realty**  
16485 Laguna Canyon Rd ste160  
Irvine, CA, 92618  
Bre#:01971500

