

March 2018

NORTHWOOD POINTE

www.nwpointe.org

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



ANNUAL ELECTION OF THE MEMBERSHIP

The Annual Election of the Membership for the Board of Directors will be held on April 9th. This year there are two (2) seats up for election; each for a two (2) year term. Robert King, Mark Mortensen, Jan King and Ella Wu have each declared their candidacy. At the same time, you will be asked to cast your votes on the IRS Revenue Ruling 70-604 to apply any excess funds to the reserves. Your voting materials will be mailed to you later this month. Please be sure to cast your votes and promptly return your ballots as soon as you receive your voting materials! Every vote counts!

COMMUNITY UPDATES

In preparation for the peak spring and summer pool usage, the following items have been completed: a) the cleaning of the pool chairs and lounges; b) the power washing of the sidewalks; and, c) new heaters were installed at the pool, with all new venting.

The flower color at the Northwood Pointe monuments will be changed out this month. Additionally, the grass areas are being aerated and various plant material around the community is being cut back to encourage new growth to kick off spring. And as part of our ongoing efforts to continue to maintain the common area landscape, we will also be continuing our landscape renovation efforts throughout the community.

DAYLIGHT SAVINGS TIME IS HERE AGAIN!

This year daylight savings will begin on **March 11th** and ends **November 4th**. Don't forget to set your clocks one hour forward.

Daylight saving time (DST), or summer time, is the practice of temporarily advancing clocks during the summertime so that afternoons have more daylight and mornings have less. Typically clocks are adjusted forward one hour near the start of spring and are adjusted backward in autumn.



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

NEXT BOARD MEETING:

Monday, March 12, 2018

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

Emergency After Hours: 949-833-2600

Fax: 949-833-0919

COMMON AREA ISSUES:

Nathalie Cantuna

Phone: 949-838-3261

ncantuna@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600

customer@keystonepacific.com

ARCHITECTURAL SUBMITTALS:

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. Please call Nathalie @ 949-838-3261 or email:

ncantuna@keystonepacific.com

March 2018 REMINDERS

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.

Sunday, March 11, 2018 - Daylight Savings Begins

Monday, March 12, 2018 – Board Meeting @ 6:00 P.M.
Location: Keystone Pacific Property Management, LLC
16775 Von Karman, Suite 100
Irvine, CA 92606

Saturday, March 17, 2018 – St. Patrick's Day



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: <http://www.kppm.com/forms/opt-out.php>.

ARCHITECTURAL GUIDELINES FOR NORTHWOOD POINTE

If you are considering to complete 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 to download the material or email tduhoux@keystonepacific.com to request a copy.

NORTHWOOD POINTE FLASH SWIM TEAM UPCOMING SEASON 2018 - LOOKING FOR SWIMMERS

Families interested in joining the Northwood Pointe Flash Swim Team this summer should contact the team's Registrar, Peggy Bui Odom at: NWPFlashRegistrar@gmail.com no later than March 1, 2018 to be included in the lottery. Please include the following information: (1) children's names, genders, and ages as of June 1, 2018; (2) your home address, and (3) the number of years at that address as of March 1, 2018. Most importantly, please include an e-mail address and phone number where you can be contacted. Swimmers entered in the lottery **MUST BE** residents of Northwood Pointe and **MUST** be able to swim the length of the pool (25 yards) unaided. The lottery will be held in the middle of March.

COMMITTEE VOLUNTEERS WANTED

Northwood Pointe Maintenance Association is looking for homeowners who are passionate about forming a committee to benefit other Northwood Pointe homeowners. If you are interested in being involved with social events or forming a new committee, please email your property manager, Teresa Duhoux at tduhoux@keystonepacific.com.

SIGN UP FOR COMMUNITY E-NEWS

Sign up to receive news and updates pertaining to our community association via email. To sign up, log into the KPPM Connection at www.kppmconnection.com, then select the *Change Notification Settings* under *My Profile*. From there, select the *Community Association Updates* checkbox and press Save.

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. Ad space is based on available space.

The Northwood Pointe Maintenance Association assumes no liability for and does not endorse the advertised services, goods, or events.

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?

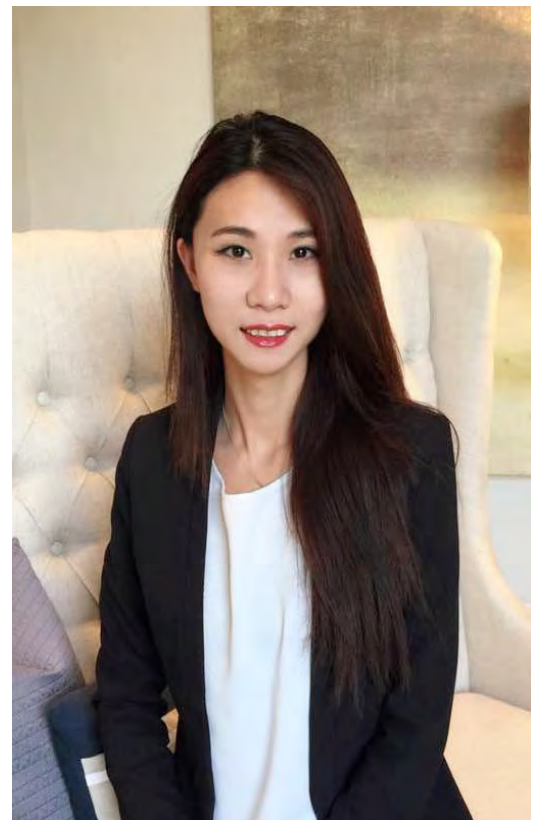
I pick up phone right away and I am only 5 minutes away!

International Home Realty

16485 Laguna Canyon Rd ste160

Irvine, CA, 92618

Bre#:01971500



February 14, 2018

Dear Homeowner,

Keystone Pacific is excited to announce that we have completed an upgrade to our customer portal and online account management software to enhance your ability to manage your account online, effective April 2, 2018. **Using the new portal, homeowners can sign-up for recurring ACH, view violations, track submitted work orders and manage electronic community notifications.**

IF YOU PAY VIA KEYSTONE PACIFIC RECURRING ACH

CONGRATULATIONS! YOUR ACCOUNT WILL BE UPGRADED AUTOMATICALLY. YOU DON'T NEED TO DO ANYTHING!

IF YOU PAY BY CHECK OR AUTOPAY THROUGH YOUR BANK

After receiving your April billing statement, please complete the steps below to ensure your payment is submitted on-time:

1. Update Your HOA Account Number:

- **Your 10 digit HOA account number will be located in the top blue section of the April billing statement under "Account ID".**
- **If you pay by autopay through your bank**, please update your bank records to reflect this new account number.
- **If you pay by sending a check through the mail**, please include your new account number on any checks or correspondence to your HOA.

2. Update Your Payment Address:

- **If you pay by autopay through your bank**, please update your bank records to reflect the new payment address.
- **If you pay by sending a check through the mail**, please address all envelopes to the new payment address.

New Payment Address:
File 1958
1801 W. Olympic Blvd.
Pasadena, CA 91199-1958

Or, for fast and convenient processing, you may now take advantage of our new online payment features.

• **Manage Online Payments:**

You are still able to make one-time ACH payments through www.kppmconnection.com. In addition, starting April 2nd, Keystone Pacific is excited to introduce recurring online ACH payments. Please visit www.kppmconnection.com to access your online payment account. You may still access your account using your current email address and password. If you have not registered for The KPPM Connection, please have your new account number readily available.

We are excited for you to experience the new portal and appreciate your feedback. **Please complete our online survey by logging into www.kppmconnection.com and clicking on the menu located in the top-left corner and selecting "Portal Upgrade Survey". Homeowners who complete our survey by May 1st will be entered in to win a \$250.00 gift card!**

We realize that while change can be exciting, it can also be an inconvenience. So, while we transition to these new tools, we have committed more resources to customer support, which includes extended hours for live customer service support. The Keystone Pacific team is here to support you.

Extended service hours from March 26th – April 30th:
5:00PM to 9:00 PM, Monday through Friday.

Phone Number: 949-833-2600
Email: customercare@keystonepacific.com

The launch of our upgraded portal is just the first step in offering you the best-in-class tools so that you can manage your account in a way that suits your busy life.

Sincerely,



Cary Treff, CEO
Keystone Pacific Property Management



Northwood Pointe Maintenance Association
www.nwpointe.org

February 14, 2018

RE: DOCUMENT DISCLOSURE SUMMARY FORM

Dear Northwood Pointe Maintenance Association Homeowner:

In accordance with California Civil Code, 5300, 4530 and 4528, please find a copy of the completed "Document Disclosure Summary Form", as required, effective January 1, 2018. The completed "Document Disclosure Summary Form" can be found on the reverse side of this letter.

Should you have any questions regarding the materials enclosed, please do not hesitate to contact the undersigned at (949) 838-3248.

Sincerely,

At the Direction of the Board of Directors,

Teresa Duhoux

Teresa Duhoux, CMCA, AMS
Director of Training

NORTHWOOD POINTE MAINTENANCE ASSOCIATION

Charges for Documents Provided

This disclosure is provided to you in accordance with the requirements of California Civil Code Section 4528.

CHARGES FOR DOCUMENTS PROVIDED AS REQUIRED BY SECTION 4525*

The seller may, in accordance with Section 4530 of the Civil Code, provide to the prospective purchaser, at no cost, current copies of any documents specified by Section 4525 that are in the possession of the seller.

A seller may request to purchase some or all of these documents, but shall not be required to purchase ALL of the documents listed on this form.

Property Address:

Owner of Property:

Owner's Mailing Address (If known or different from property address.):

Provider of the Section 4525 Items:

Print Name _____ Position or Title _____ Association or Agent Date Form Completed:

Check or Complete Applicable Column or Columns Below

Document	Civil Code Section	Fee	Not Available (N/A), Not Applicable (N/App), or Directly Provided by Seller and confirmed in writing by Seller as a current document (DP)
Articles of Incorporation or statement that not incorporated	Section 4525(a)(1)	25.00	
CC&Rs	Section 4525(a)(1)	45.00	
Bylaws	Section 4525(a)(1)	35.00	
Operating Rules	Section 4525(a)(1)	15.00	
Age restrictions, if any	Section 4525(a)(2)	No Cost	
Rental restrictions, if any	Section 4525(a)(9)	No Cost	
Annual budget report or summary, including reserve study	Sections 5300 and 4525(a)(3)	35.00	
Assessment and reserve funding disclosure summary	Sections 5300 and 4525(a)(4)	No Cost	
Financial statement review	Sections 5305 and 4525(a)(3)	40.00	
Assessment enforcement policy	Sections 5310 and 4525(a)(4)	No Cost	
Insurance summary	Sections 5300 and 4525(a)(3)	No Cost	
Regular assessment	Section 4525(a)(4)		
Special assessment	Section 4525(a)(4)	No Cost	
Emergency assessment	Section 4525(a)(4)		
Other unpaid obligations of seller	Sections 5675 and 4525(a)(4)		
Approved changes to assessments	Sections 5300 and 4525(a)(4), (8)		
Settlement notice regarding common area defects	Sections 4525(a)(6), (7), and 6100		
Preliminary list of defects	Sections 4525(a)(6), 6000, and 6100		
Notice(s) of violation	Sections 5855 and 4525(a)(5)		
Required statement of fees	Section 4525	290.00	
Minutes of regular board meetings conducted over the previous 12 months, if requested	Section 4525(a)(10)	60.00	

* The information provided by this form may not include all fees that may be imposed before the close of escrow. Additional fees that are not related to the requirements of Section 4525 shall be charged separately.