



December 2019

NORTHWOOD POINTE

www.nwpointe.org

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

HOLIDAY SAFETY TIPS

The holiday season is upon us. Here are some tips from the Irvine Police Department's Crime Prevention Unit on how to celebrate safely:



SHOPPING TIPS:

- Stay alert and be aware of your surroundings
- Park in well-lit places, lock your car, and close the windows
- Carry only what you need to make your purchases, such as your ID, cash, and as few credit cards as possible
- Avoid overloading yourself with packages bags. It is important to have clear visibility and freedom of motion to avoid mishaps
- If you must leave items in your car, place them in the trunk prior to your arrival
- Unpack your vehicle as soon as you get home; do not leave shopping bags in your car

PACKAGES:

- Bring your package inside as soon as it is delivered
- Have items delivered to your place of business or to the nearest post office if you are not home during the day
- Use tracking numbers and delivery notifications to track your packages
- Ask that your package requires a signature for delivery

SOLICITORS:

- Be careful when solicitors come to the door
- Do not open your door to uninvited guests and respond verbally so they know you are home
- Independently research charities before donating
- Only donate or loan money that you don't expect to get back
- Never make a "now or never" decision

PROTECTING YOUR HOME:

- Don't openly display gifts in the front window
- Never leave a spare key near the front door
- Lock all your doors and windows
- Place lights on timers or sensors
- Consider video monitoring systems
- If you take a trip, have a neighbor or family member watch your house and pick up the mail

HOSTING A GATHERING:

- Have non-alcoholic beverages available for party guests
- Never let your guests drink and drive
- Never serve alcohol to anyone under 21 years of age
- Don't ride in a car with anyone who is impaired by alcohol or drugs



BOARD OF DIRECTORS:

President:	Lata Jobanputra
Vice President:	Dave Petka
Treasurer:	Melody Alvarado
Secretary:	Mark Mortensen
Member at Large:	Bob King

NEXT BOARD MEETING:

Monday, January 13, 2020
 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, CMCA, AMS, PCAM
 Phone: 949-838-3248
 tduhoux@keystonepacific.com
Emergency After Hours: 949-833-2600
 Fax: 949-377-3309

COMMON AREA ISSUES:

Angelique Smith
 Phone: 949-838-3246
 asmith@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600
 customercare@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 Angelique@949-838-3246 or email: asmith@keystonepacific.com

December 2019 REMINDERS

- Keystone Pacific Closed in Observance of the Holiday Season -
 - * Christmas Eve - Tuesday, December 24th
 - * Christmas Day - Wednesday, December 25th
 - * New Year's Eve - Tuesday, December 31st



- 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, January 13, 2020** – Board Meeting @ 6:00 P.M.
Location: Keystone Pacific Property Management, LLC
16775 Von Karman, Suite 100
Irvine, CA 92606



PAYMENT ADDRESS CHANGED 10/1/2019

Mail in Checks – If you mail in your assessment payment every month, you will simply use the November Statement mailed or emailed to you.

Auto Pay on KPPM Website – If you use the Automatic Payments on Keystone's website, your payments will be automatically directed to the new payment location.

Auto Pay Through Your Own Bank – If you have set up automatic payments through your own bank, **YOU WILL HAVE TO CONTACT YOUR BANK AND CHANGE THE PAYMENT ADDRESS. OTHERWISE, THE ASSESSMENTS WILL NOT BE RECEIVED.** Please consider setting up Auto Pay on the Keystone Website at <https://kppmconnection.com/Account/Login>.

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 2020 - LOOKING FOR SWIMMERS

Families interested in joining the Northwood Pointe Flash Swim Team this summer should email all of the information requested below to:

NWPFlashPresident@gmail.com no later than March 1, 2020 to be included in the lottery. Please send the following information: children's names, genders, and ages as of June 1, 2020; your address and number of years as a NWP resident as of March 1, 2020. Most importantly, include an e-mail address and phone number where you can be contacted. Swimmers 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.

NOVEMBER 4, 2019 BOARD MEETING HIGHLIGHTS

- September 9, 2019 General Session Meeting minutes were approved
- August & September 2019 Financial Statements were accepted
- Delinquency Report - Liens Placed
- Set Record Date for the April 2020 Annual Meeting
- 2019/2020 Audit/Tax Proposal was approved
- 2020 Lifeguard Contract was approved
- Maturing Reserve Investment was approved
- Aquapure Pool Venting Proposal was approved
- Fontaine Roofing Proposal was approved
- 2020/2021 Draft Reserve Study was approved
- Insurance Renewal was approved
- 2020/2021 Proposed Budget and Reserve Maintenance Disclosure was approved
- Next Meeting Date – January 13, 2020

PET ETIQUETTE

Please make sure to pick up after your pet when out for a walk. As a courtesy, doggie bags are provided in the common areas of the community. You can also take doggie bags or trash bags with you on your walk to pick up waste. Make sure to dispose of the bags when you get home. Please do NOT drop them in the common areas landscape or homeowner's yards. Thank you for your cooperation.

POOL REMINDERS

- The temperature of the Northwood Pointe is 82 degrees, year-round. During the winter months, the solar panels do not get enough sun to increase the temperature of the pool.
- While using the showers, please remind young swimmers to not run the water excessively.

Thank you for your cooperation.



KEYSTONE

Northwood Pointe Maintenance Association Owner Notice Disclosure (Civil Code section 4041)

California law requires Owners in a community association to provide the following information to the association on an annual basis. **If the below contact information has changed**, please complete and return this form to Keystone Pacific Property Management, LLC at the address shown below or email the completed form to forms@keystonepacific.com no later than January 31st.

Owners Name _____

Property Address _____

Owner Phone # _____ **Owner Email** _____

***ITEMS 1-6 NEED TO BE COMPLETED. IF NOT APPLICABLE, PLEASE INDICATE N/A**

1. Address or Addresses to which notices from the association are to be delivered:

2. Any alternate or secondary address to which notices from the association are to be delivered:

3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of your extended absence from your property:

4. Your property is (please check one): Owner occupied Rented out

If your property is rented out, please provide the following information:

Name of Tenant(s): _____

Phone Number: _____

Email Address: _____

5. Is your property developed, but vacant (please check one)?: Yes No

6. Is your property undeveloped land? Yes No

Please return this form to:
Northwood Pointe Maintenance Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606