

December 2021



# Northwood Pointe News



## HAPPY HOLIDAYS FROM THE BOARD OF DIRECTORS AND MANAGEMENT

We hope you are all safe and healthy! Management would like to thank you for allowing us to be part of your community this past year! It is our pleasure in working with you and getting to know many of the residents. While 2021 is coming to an end, we look forward to a productive and positive New Year in 2022!

## NOVEMBER 8, 2021 BOARD MEETING HIGHLIGHTS

- September 13, 2021 General Session Meeting Minutes were approved
- August 31, 2021 & September 30, 2021 Financial Statements were accepted
- 2022/2023 Budget was approved
- Cox Internet Business Proposal was approved
- SST Access Control Proposal was approved
- Three Phase Electric Proposal to convert Bollards was approved
- Next Meeting: January 10, 2022

## NORTHWOOD POINTE FLASH SWIM TEAM UPCOMING SEASON 2022 - LOOKING FOR SWIMMERS

The Northwood Pointe Flash Team would like to thank for your support and participation in the 2021 Summer Swim Season. There were 128 participants between the ages of 5-18. The Flash Swim Team had a blast this season. Swimmers saw significant improvements in swim times throughout the season.

Families interested in joining the Northwood Pointe Flash Swim Team for the up and coming summer 2022 should email all of the information requested below to: [nwpflashregistrar@gmail.com](mailto:nwpflashregistrar@gmail.com) no later than March 1, 2022 to be included in the lottery.

Please send the following information:  
children's names, genders, and ages as of June 1, 2022; your address and number of years as a NWP resident as of March 1, 2022. 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.

### BOARD OF DIRECTORS:

**President:** Bob King  
**Vice-President:** Lata Jobanputra  
**Treasurer:** Jayant Limaye  
**Secretary:** Dave Petka  
**Member-at-Large:** Anjali Kashalkar

**NEXT BOARD MEETING:**  
**Monday, January 10, 2022**  
**6:00pm**

Location: Via Zoom

*The final agenda will be posted at the Meadowood pool bulletin board or on the pool gates. 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](mailto:tduhoux@keystonepacific.com)  
**Emergency After Hours:**  
**(949) 833-2600**  
Fax: (949) 377-3309

### COMMON AREA ISSUES:

**Bryanna Chrisp**  
Phone: (949) 570-1305  
[bchrisp@keystonepacific.com](mailto:bchrisp@keystonepacific.com)

**BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:**  
Phone: (949) 833-2600  
[customercare@keystonepacific.com](mailto:customercare@keystonepacific.com)

### ARCHITECTURAL DESK:

Phone: (949) 838-3239  
[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. Please call Bryanna @ 949-570-1305 or email: [bchrisp@keystonepacific.com](mailto:bchrisp@keystonepacific.com)

Managed by Keystone  
16775 Von Karman Ave., Suite 100  
Irvine, CA 92606

# December 2021 REMINDERS

## 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

## TRAVEL SAFETY TIPS

If you are traveling during the holidays, consider these tips:

- Don't post travel plans on social media
- Have packages mailed to a PO Box or the office
- Or, have a neighbor pick up mail, trash cans, and newspapers
- Do not keep valuables in vehicles and keep them locked
- Have a trusted neighbor move your car while you are away



## December 2021 REMINDERS

Keystone is Closed in Observance of the Holiday Season -

- \* Christmas Eve - Friday, December 24th
- \* Christmas Day (observed) - Monday, December 27th
- \* New Year's Eve - Friday, 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 10, 2022 - Board Meeting @ 6:00 PM

### 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.kppmconnection.com](http://www.kppmconnection.com).



### PREPARING FOR HOLIDAY LIGHTS & TREE SAFETY TIPS

- Check all light strands for broken sockets, frayed cords and loose connections. If you find any of these problems, you should replace the strand. New strands should also get a thorough exam and be replaced if faulty.
- Make sure you don't overload a circuit when you plug in your holiday lights. "Three no more" is a good rule for any electric outlet. Overloads can cause circuit failure and fire.
- Miniature lights with cool burning bulbs will use less energy.
- Do not change bulbs or fuses while light sets are plugged in.
- To prevent an organic holiday tree from becoming a fire hazard, check the water level daily. A newly cut tree can absorb a gallon or more of water per day.
- When hanging outdoor lights, do not insert tacks or nails through any electric cords.
- For added safety, make sure holiday lights are unplugged before you go to bed or leave home.
- Keep holiday lights away from carpeting, furniture, drapes and other combustible material.

### HOMEWISEDOCS.COM

Keystone utilizes HomeWiseDocs.com, the next generation in document and data delivery for resale packages, resale demands, lender questionnaires and association documents.

HomeWiseDocs.com provides reliable, around-the-clock online access to all governing documents and critical project data for lenders, closing agents, real estate professionals, and homeowners from Keystone Pacific's managed communities. Please see below for login information: Online Chat at [www.homewisedocs.com](http://www.homewisedocs.com) Help Desk: 866.925.5004 x 1 e-mail: [info@homewisedocs.com](mailto:info@homewisedocs.com) Log on to [www.homewisedocs.com](http://www.homewisedocs.com) and select the Sign Up link to register. The many system enhancements geared toward an improved user experience include: Order by address or association name, Email and SMS text completion notices for users, Track orders online with confirmation, and much more!

### 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.
  - Please remind young swimmers to not run the water excessively while using the showers.
- Thank you for your cooperation.

### CHRISTMAS TREE RECYCLING

Waste Management of Orange County will be collecting and recycling Christmas trees, for the first three weeks following Christmas, on your regular collection day. Trees taller than six feet in height, must be cut in half. Please remember to remove all decoration including tinsel, lights, ornaments and tree stands. Flocked trees will be collected but cannot be recycled.



**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](mailto: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**