

February 2016

PORTOLA SPRINGS COMMUNITY ASSOCIATION

www.PortolaSprings.org

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

SHORT TERM RENTALS

Please note that as an owner, you are responsible for familiarizing yourself with the rules that govern renting out your property. Section 18-Leasing of the CC&R's states that no owner shall be permitted to rent or lease his Lot or Condominium for transient or hotel purposes or for a period of less than thirty (30) days. All rental and lease agreements shall be in writing and shall provide that the terms of such agreement shall be subject in all respects to the provisions of the Master Association Documents, and that any failure by the tenant or lessee to comply with the terms of the Master Association Documents shall constitute a default under such agreement. If you are in need of the Rules and Regulations or CC&R's to provide to your tenant, please visit www.portolasprings.org.

PRIVATE LESSONS IN ASSOCIATION FACILITIES REQUIRE BOARD APPROVAL

We understand that many of the homeowners in the community will hire instructors to conduct private lessons, in Association facilities, both individual and group. Please note that all instructors must be insured and pre-approved by the Board of Directors. If you have questions about the procedure, please email Kara Gonzalez at kgonzalez@keystonepacific.com.

IMPORTANT REMINDER FOR HOMES LOCATED NEAR BORREGO AND ORCHARD VIEW PARK

Recently, there has been an increase in the amount of trash and large items that are being left in the streets in this area. Please do not use this area to dump items that don't fit in your trash can. Please contact Waste Management for proper removal. When the Association is required to remove these items, it is costly for all homeowners in the community. If you see someone dumping, please report them to Management or the patrol service immediately.

NEW POOL FURNITURE

Please take a moment to stop by the Silverado and Lomas Valley pools to check out the brand new pool furniture and umbrellas for your enjoyment!

NEW PATROL SERVICE

Portola Springs has a new patrol service. If you are in need of assistance, please contact Courtesy Patrol Specialists at 714-669-2736.

BOARD OF DIRECTORS:

President: Wendy Fox
Vice-President/Treasurer: Janet Stimson
Secretary: Indu Terrell

NEXT BOARD MEETING:

Thursday, February 11, 2016
3:30 p.m. at Lomas Valley Clubhouse
95 Ranchland, Irvine, CA 92618

The final agenda will be posted on the community website. You may also obtain a copy of the agenda by contacting management at 949-838-3245.

ASSOCIATION MANAGER:

Kara Gonzalez, CMCA
Phone: 949-838-3245
Fax: 949-833-0919
kgonzalez@keystonepacific.com
Emergency After Hours: 949-833-2600

COMMON AREA ISSUES, POOL KEYS & CLUBHOUSE RESERVATIONS:

Katin Horan
Phone: 949-838-3201
khorin@keystonepacific.com

PATROL SERVICE:
Courtesy Patrol Specialists
Phone: 714-669-2736

**BILLING QUESTIONS/ ADDRESS
CHANGES/ WEBSITE LOGIN:**
Phone: 949-833-2600
customercare@keystonepacific.com

Log onto www.portolasprings.org to submit work a request or address change; Get the latest community news & updates; Obtain minutes, newsletters, policies, forms; Access your account online; Pay your HOA bill online; Find out about upcoming community events, and more! Should you have problem logging onto the community website, please call Customer Service at 949-833-2600.

February 2016 REMINDERS

- **Keystone Pacific Closed in Observance of President's Day - Monday, February 15th**

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.

- Street Sweeping Day - 1st & 3rd Fridays by City of Irvine.
- Trash Pick-Up Day - Wednesday. Please remove trash cans from the common areas within 12 hours of service. This is a requirement of the CC&R's.
- Clubhouse Wi-Fi at Lomas Valley and Silverado
Public Wifi: LomasValleyPark-Public/SilveradoPark-Public
No Wi-Fi Password

COYOTE WARNING REMINDERS

We have seen an increase in coyote activity throughout the community. Please use caution and take a moment to review the following tips for the safety of you and your pets. <http://www.ci.irvine.ca.us/ipd/divisions/animalservices/coyotebulletin.asp>

BE A RESPONSIBLE PET OWNER

Pets must be on a leash at all times regardless of the size of your pet. Also, no one wants to step in dog feces while out walking their dog. Please pick up after your animal. Please refrain from placing used doggie bags into the planters. When the association pays a vendor to remove dog waste, it costs everyone in the association money. Problems associated with animals, including noise disturbances and defecation must be directed to Animal Control at (949) 724-7740. No animals, including dogs, cats, birds and other domesticated animals, are permitted in any pool area or common facilities at any time.

CLUBHOUSE RESERVATIONS

Download the reservation packet and get many of your questions answered about clubhouse reservations at www.portolasprings.org. A security deposit, rental fee and insurance endorsement are required at least 15 days in advance of your event. No amplified music is allowed (no pro DJ or band gear). Clubhouse reservations are permitted from 10 a.m. – 11:59 p.m. daily. Please call Katin at (949) 838-3201 or email khoran@keystonepacific.com to check availability, save a date and obtain more information.

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 "Account Notifications" page once you have logged into The KPPM Connection at www.kppmconnection.com.

SUB-ASSOCIATION INFORMATION:

Bougainvillea, By KB Home
Los Arboles, By Taylor Morrison
Management Representative:
Crummack-Huseby, Inc.
1 Spectrum Pointe, Suite 320
Irvine, CA 92630
(949) 367-9430

Decada, By California Pacific Homes
Primrose at Decada, By KB Home
Management Representative:
Accell Property Management
23046 Avenida de la Carlotta, Suite 700
Laguna Hills, CA 92653
(949) 581-4988

Sendero, By John Laing Homes
Management Representative:
Powerstone Property Management
16470 Bake Parkway
Irvine, CA 92618
(949) 716-3998

Vientos, By California Pacific Homes
Primrose at Vientos, By KB Home
Luna, By California Pacific Homes
Citrine, California Pacific Homes
Management Representative:
BHE Management Corporation
P.O. Box 7736
Laguna Niguel, CA 92607
(949) 363-1963

Colibri, By Ryland Homes
Manzanita, By Richmond American Homes
Paloma, By Brookfield Homes
San Carlos & Agave, By William Lyon Homes
Casero, By Standard Pacific
Ironwood, By KB Home
Sevilla, By Van Daele
Willow, By KB Homes
Cariz, By Tri Pointe Homes
Management Representative:
Keystone Pacific Property Management
16775 Von Karman, Suite 100
Irvine, CA 92606
(949) 833-2600

Las Colinas, Las Ventanas, Serra, Quintera, Sage and Garden Hill are not sub associations. All communication should be sent to Keystone Pacific Property Management.



**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

Dear Homeowner:

The Annual Election will be held in May 2016. If you are interested in serving on the Board, please complete this application and return it to KEYSTONE PACIFIC PROPERTY MANAGEMENT, INC. at the office address displayed below, by **5:00 PM on Hgdt wct { '49.'4236**.

Please type in the information requested below.

NAME: _____

(Please note: Be sure to complete and return verification information on page 2 of this application)

**Candidacy statement needs to be kept to one page.*

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

(Per Civil Code, this form will be sent with the election materials, as submitted)

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**APPLICATION FOR CANDIDACY
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HOMEOWNER VERIFICATION INFORMATION

NAME: _____

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____