



**PORTOLA
SPRINGS™**

March 13, 2024

To: Portola Springs Community Association Owners

Re: Proposed Revisions/Changes to Association Rules and Regulations, Design Guidelines, and Delinquency Policy

Dear Community Members:

In accordance with California Civil Code section 4360(a), the Board of Directors hereby provides you with a minimum of twenty-eight (28) days' notice of a proposed change to the Portola Springs Community Association Rules and Regulations, Design Guidelines, and Delinquency Policy. The purpose of this notice is to offer Members an opportunity to provide comments and opinions on the proposed changes. **The text of the proposed changes to the Rules and Regulations, Design Guidelines, and Delinquency Policy respectively, can be found in your Homeowner Portal in the Documents section in the "Proposed Rule Change" folder, for your review. You may also request a copy by emailing the Association's General Manager, Ellis Calvillo, at ecalvillo@keystonepacific.com.** Proposed deletions are noted as strikethroughs, and proposed additions are marked as underlined.

All Association Members are welcome to provide their comments to the Board before these proposed changes to the Association Rules and Regulations and Design Guidelines are formally adopted. Members may do so by writing to the Portola Springs Community Association c/o Keystone Pacific Property Management, 16775 Von Karman Ave., Suite 100, Irvine CA 92606, or by attending the Board of Directors meeting to be held virtually via *Zoom.us* (login information and instructions can be found on the April Newsletter and the Meeting Agenda posted to the Community website a week prior to the Board Meeting), on April 17, 2024, at 3:30 p.m. You may also submit your comments via email to the Association's General Manager, Ellis Calvillo, at ecalvillo@keystonepacific.com. All comments must be delivered prior to April 17, 2024, in order to be considered. Alternatively, if you attend the Board Meeting and provide your comments during the meeting, your comments will be considered by the Board of Directors prior to it making a decision on the proposed changes.

Sincerely,

Your Board of Directors
Portola Springs Community Association