

APRIL 2020

GREEN GLEN NEIGHBORHOOD ASSOCIATION

www.GreenGlenHOA.org

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



COMMUNITY INFORMATION

PET RESTRICTIONS

In addition to the Green Glen Neighborhood Association Governing Documents, you can be found in violation for the following.. Per Orange County Ordinance [OCCO 4-1-45](#) Restraint of dogs states in part: “No person owning or having charge, care, custody, or control of any dog shall cause or permit, either willfully or through failure to exercise due care or control, any such dog to be upon any public property unless such dog be restrained by a substantial chain, or leash not exceeding six (6) feet in length, and is under the charge of a person competent to exercise care, custody, and control over such dog”. You must keep your dog leashed anytime your dog is off your property. Your dog must be on a leash no longer then six (6) feet in length and in the care of a competent adult. There are designated ‘dog parks’ throughout Orange County that lawfully allow the absence of a leash. For the safety of all residents and pets please keep your pet leashed at all times when outside of your unit.

SPRING CLEANING

As we come to the second quarter of the year out of the winter months, the days start to turn warmer, plants and trees begin to bloom, and we see an increase in activities and outdoor recreation. Spring is also a good time to go through your home inside and out and perform necessary cleaning and maintenance. Here are a few suggestions to get you started on your way...

- Windows need to be cleaned inside and out so they can be opened to allow fresh air into your home.
- Air condition filters need to be changed.
- Garages need to be cleaned out and organized.
- Smoke alarm/carbon dioxide alarm batteries need to be replaced.

BOARD OF DIRECTORS:

President: Tony Crowell
Vice-President: Vacant
Treasurer: Ian MacKinnon
Secretary: Will Bohensky
Member-at-Large: Joe Rossi

Landscape Committee: Ian MacKinnon

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Timothy Maw
Phone: 949-430-5845
tmaw@keystonepacific.com

COMMON AREA

ISSUES/ASSOCIATE MANAGER:

Summer Holen
Phone: 949-491-9071
sholen@keystonepacific.com
Emergency After Hours:
949-833-2600

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600
customer@keystonepacific.com

POOL ENTRY:

949-491-9071 or 949-833-2600

ARCHITECTURAL APPLICATIONS

architectural@keystonepacific.com

ONLINE PORTAL:

www.kppmconnection.com
for online access to your account

INSURANCE BROKER:

Greg Lerum Insurance
Jeannine@
gregleruminsurance.com
(949) 492-7331
302 N El Camino Real, #118
San Clemente, CA 92672

APRIL 2020 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.

Street Sweeping Day - 2nd and 4th Tuesday of every month.

Trash Pick-Up Day - Every Friday

Please remove trash cans from the common areas twelve (12) hours after pick-up.

Next Scheduled Board Meeting—MAY (date TBD) 2020, 5:00 P.M. , 16775 Von Karman Ave., Suite 100, Irvine, CA 92606. Agenda will be posted on the pool bulletin board at least 4 days in advance.

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>.

IMPORTANT PHONE NUMBERS

- Irvine Police 949-724-7000 (non-emergency). 9-1-1 for emergencies
- Orange County Fire Authority 714-573-6000.
- Irvine Animal Services: 949-724-7092. Bobcat/Coyote sightings.

ASSOCIATION POLICIES

GARAGE USE AND PARKING REMINDERS - TOWING

As a reminder, please utilize your garage for its intended use of parking your vehicles. Parking on the street should be used for guests only or if you have more than two vehicles. Please park with the flow of traffic and do not park in front of your garage. Storing a vehicle in the community is against the *CC&Rs and Rules and Regulations of Green Glen Neighborhood Association*. If you have a vehicle that is inoperable, please store it in the garage. Vehicles stored for more than 96 hours on the streets are subject to immediate tow at the owners expense. Homeowners, please be sure your tenants adhere to the *CC&Rs and Rules and Regulations*.

SMOKING IN THE COMMUNITY

Please be mindful of your neighbors when smoking in the community. Some may have allergies or just a strong aversion to cigarette smoke. Also, if the smoke from a neighbor has become a concern, respectfully let them know, as they may be unaware of the situation.

GARAGE DOORS

Please remember the HOA rules state you must keep your garage door closed when you are not driving in or out.

COMMON AREA TRASH BINS

Unit Owners and Residents are reminded to be courteous when using the common area trash bins. Recent inspections have revealed that the common area trash bins provided for your convenience have been stuffed to overflowing , and with some unauthorized bulk materials. Personal Touch is contracted to service the common area trash bins as follows...

WINTER MONTHS (October—April) Mon., Wed., and Fri. on a weekly basis.

SUMMER MONTHS (May –September) Mon., Wed., Fri., Sat., and Sun. on a weekly basis.



KEYSTONE

Green Glen Neighborhood 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 May 31, 2020.

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:
Green Glen Neighborhood Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606