

MAY 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

COVID-19 UPDATE

We hope all of you and your families are well. During this COVID-19 pandemic crisis, Green Glen Neighborhood Association, Keystone Property Management, and vendors are following all Federal, State, and Local directives.

Please review the following measures now put in place for the health and safety of the community and its members until further notice by the Green Glen Neighborhood Association Board of Directors. Management will update as the COVID-19 crisis plays out. If there are any questions, please feel free to contact us.

1. The pool/spa, and amenities for the Green Glen Neighborhood Association Community continue to be open per Board direction, however conformance with COVID-19 social distancing and gathering restrictions are mandatory.
2. Residents are required to refrain from any gatherings in their Homes or on association property in conformance with COVID-19 social distancing and gathering restrictions.
3. Vendors will continue to perform maintenance as usual under modified mandatory restrictions for gathering and social distancing.
4. Please send in maintenance requests as normal to Carly Hoffman choffman@keystonepacific.com
5. Please continue to maintain your property to keep property values intact.
6. Vehicles found parked in fire lanes or in front of hydrants will be towed without warning at the vehicle owner's expense.

Thank you for your cooperation during the current COVID-19 crisis. Stay safe and healthy.

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:

Carly Hoffman
Phone: 949-508-0567
choffman@keystonepacific.com
Emergency After Hours:
949-833-2600

BILLING QUESTIONS/ ADDRESS

CHANGES/ WEBSITE LOGIN:

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

POOL ENTRY:

949-508-0567 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

MAY 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 / TBD

Meetings will be via teleconference pending continuing gathering restrictions. Agenda will be posted on the pool bulletin board at least 4 days in advance for regular meetings.

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.