

DECEMBER 2019

# WOODBIDGE PARKWAY MAINTENANCE ASSOCIATION

<http://www.myhoa.com/woodbridgeparkway>

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

## HOLIDAY DECORATIONS REMINDER

Holiday Lighting may be installed prior to Thanksgiving Day and must be removed by January 15, 2019. Per the Woodbridge Village Association code, holiday lighting may only be illuminated from Thanksgiving Day through January 14th.

## CHRISTMAS TREE RECYCLING REMINDER

Waste Management will collect and recycle Christmas trees for three weeks after Christmas on your regular collection day. Trees taller than 4 feet must be cut in half and all decorations (tinsel, lights, ornaments and tree stands) must be removed. Place the tree curbside. Flocked trees will be collected, but cannot be recycled. Trees can also be recycled at:

Sunset Environmental – 16122 Construction Circle West, Irvine, between 7am and 2pm.



## REPORT COMMON AREA IRRIGATION ISSUES

If you see something say something! Please report any irrigation leaks to Management right away by calling (949)833-2600.

## STREET WORK POSTPONED!

The Havenwood and Weepingwood seal coats are being postponed to Spring 2020! Look out for information coming early 2020!

## OCTOBER AND NOVEMBER 2019 BOARD MEETING HIGHLIGHTS

The Board of Directors met on October 17, 2019 and November 21, 2019 and made the following decisions.

- Approval of the September 19, 2019 and October 17, 2019 Board Meeting Minutes
- Acceptance of the September 30, 2019 and October 31, 2019 Financial Statements
- Invoices over \$10,000.00 were approved by the Board.
- Landscape Replacement Approvals
- Delinquent Accounts Reviewed – Liens approved
- Investment CDs were discussed and reinvested
- Architectural Applications were discussed and approved
- Draft Reserve Study was approved
- 2020 Budget was approved with no increase for 2020 assessments
- FHA renewal was approved
- Liability Insurance Renewal and Earthquake Insurance was approved.

## BOARD OF DIRECTORS:

**President:** Marla Ferguson  
**Vice-President/Secretary:** John Gill  
**Treasurer:** Si Noroozi  
**Member-at-Large:** Dan Gerken and Suzanne Vertuno

## NEXT BOARD MEETING:

**Thursday, December 19, 2019 and Thursday, January 16, 2020**  
General Session 7:00 PM  
Homeowner Forum 8:00 PM  
Woodbridge Village Association  
31 Creek Road, Irvine, CA

*The final agenda will be posted at the Woodbridge Village Association. You may also obtain a copy of the agenda by contacting management at 949-430-5802.*

## IMPORTANT NUMBERS:

### ASSOCIATION MANAGER:

**Danielle Salinas**  
Phone: 949-430-5802  
**Emergency After Hours: 949-833-2600**  
Fax: 949-337-3309  
dsalinas@keystonepacific.com

### COMMON AREA ISSUES:

**Claire Fullerton**  
Phone: 949-430-5808  
cfullerton@keystonepacific.com

### BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

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

### ARCHITECTURAL DESK:

Phone: 949-838-3239  
architectural@keystonepacific.com

**Home improvement forms can be obtained from Woodbridge Village Master Association or on the association's website, [www.wva.org](http://www.wva.org).**

### INSURANCE BROKER:

Berg Insurance (800)989-7990  
Earthquake Insurance (800)966-9566

### MASTER ASSOCIATION INFO:

Woodbridge Village Master Association  
Phone: 949-786-1800

# DECEMBER 2019 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 - 1st and 3rd Fridays
- Trash Pick-Up Day - Thursday  
Please remove trash cans from the common areas by 8:00 AM on the day after trash pick-up day.
- Thursday, December 21, 2019 and January 16, 2020  
Board Meeting @ 7:00 PM  
Location: Woodbridge Village Association  
31 Creek Road, Irvine, CA

## REPORTING COMMON AREA MAINTENANCE ITEMS

Have you noticed a leaking or broken sprinkler? Please be sure to report it to Management by calling (949)833-2600 right away. By calling this number, you will be able to make contact with your Community Manager, Associate Manager, or after hours on-call Manager who can assist with placing a work order right away!

[www.myhoa.com/woodbridgeparkway](http://www.myhoa.com/woodbridgeparkway)

Log onto the community website to:

- See the latest agenda posting
- Get the latest community news & updates
- Obtain minutes, newsletters, policies, forms
- Be informed of late breaking news affecting the community.

## HOLIDAY TRASH SCHEDULE – PICKUP DELAYED

Please remember to not place your trash cans on the curb until the day before trash pickup.

- New Year’s Day – Trash Day, Friday, January 3, 2020
- Memorial Day – Trash Day, Friday, May 29, 2020
- Independence Day – Trash Day, no change
- Labor Day – Trash Day Friday, September 11, 2020
- Thanksgiving Day – Trash Day, Friday, November 27, 2020
- Christmas Day – Trash Day, Friday, December 27, 2019



## FRIENDLY TRASH CAN REMINDERS

- Trash cans should be placed on the curb no earlier than Wednesday night, and retrieved no later than Thursday night.
- Trash cans should not be filled to the point where the lid does not shut, having the lid open will attract pests and crows and create a mess in the Community. If you see a mess caused by your overflowing trash cans, please pick up the trash, do not leave it to blow around.
- Pay attention to trash can pickup delays due to holidays, see reverse side for delay schedule.
- If your trash can is not large enough, reach out to Waste Management to see if you can trade for a larger size.

## RENTING OUT YOUR UNIT?

While many Owners in the Woodbridge Parkway community are renting out their Units, the Board would like to remind Owners that they are ultimately responsible for the actions of their tenants. Article XIX, Section 16 of the Association’s CC&Rs requires that any lease or rental agreement provide (1) that the lease is subject to the Association’s governing documents and (2) that a failure to comply with these documents is considered a default under the lease. If a tenant violates the Association’s rules, the landlord is ultimately responsible for the violation including any fines imposed by the Board at a hearing. In light of this, the Board would like to encourage landlords to include in their lease agreement, that the landlord has the right to charge their tenant for any monetary fines imposed for violations by the tenant. Finally, all leases must be for a period of 30 days or more – Airbnb or similar rentals are not allowed. Please contact management with any questions.

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

Dear Homeowner:

The Annual Election will be held in March 2020. If you are interested in serving on the Board, please complete this application and return it to **KEYSTONE PACIFIC PROPERTY MANAGEMENT, LLC** at the office address displayed below, by 5:00 PM on **December 31, 2019**.

*Please type in the information requested below.*

NAME: \_\_\_\_\_

**(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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*Proudly Managed By*  
Keystone Pacific Property Management, LLC

16775 Von Karman #100  
Irvine, CA 92606  
(949) 833-2600

30021 Tomas Road #160  
Rancho Santa Margarita, CA 92688  
(949) 833-2600

41593 Winchester Road #113  
Temecula, CA 92590  
(951) 491-6866

3155-D Sedona Court  
Ontario, CA 91764  
(909) 297-2550

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

HOMEOWNER VERIFICATION INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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