

January 2020

HILLCREST COMMUNITY ASSOCIATION

www.hillcrest.org

WHAT DOES COMMUNITY ASSOCIATION MEAN....

- ◆ Membership Means Organization

RULES AND REGULATIONS

- ◆ Your Community Association is a non-profit corporation registered with the State of California. As such, it is managed by a Board of Directors whose purpose is to oversee the maintenance and operation of all common areas and facilities. The Board is also responsible for governing our community in accordance with the CC&Rs, Bylaws, and Articles of Incorporation.

WHAT ARE THE CC&Rs?

- ◆ The Covenants, Conditions and Restrictions (CC&Rs) are the legal documents that determine the guidelines for the operation of your community as a non-profit corporation. These guidelines are included in the title to your property and cannot be changed without proper action by the Board and by a vote of the membership. All homeowners must comply with the CC&Rs. Failure to do so may result in fines.

WHAT ARE THE BYLAWS

- ◆ The Bylaws are the guidelines for the actual operation of your community association. The Bylaws define the duties of the various officers of the Board, the terms of the Directors, the members' voting rights, required meetings, as well as other specific items that are necessary to run the Association as a corporation.

ARE THERE OTHER RULES?

- ◆ From time to time, rules will be adopted by the Board. These rules are meant to protect the living environment of your community, and may involve guidelines regarding parking and vehicles, pets, pool use hours, etc. Since the common areas are maintained by the association, any intended change or modification must meet the approval of the Board. Architectural guidelines adopted by the Board will include procedures for submitting requests to make exterior changes. The purpose of these guidelines is to control and protect the visual Integrity of the community.

Your Board of Directors would like to start off 2020 by Thanking all of the owners and residents of Hillcrest Community Association for your due diligence in following the policies and procedures governing this association and for taking pride in your home to maintain the pleasing aesthetics and maintain high property values. *Thank you!*



BOARD OF DIRECTORS:

President: Victor Lange
Vice-President: (Name)
Treasurer: Valerie Robertson
Secretary: Chris Hedger
Member-at-Large: Pam Elkins

NEXT BOARD MEETING:

Monday, January 13, 2020
6:00 P.M.
Norman P. Murray Center
Mission Viejo

The final agenda will be posted on Community Bulletin board by pool. You may also obtain a copy of the agenda by contacting management at (949) 838-3225.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Sheryl Uggen
Phone: (949) 838-3225
Emergency After Hours: (949) 833.2600
Fax: (949) 377.3309
suggen@keystonepacific.com

COMMON AREA ISSUES:

Claire Fullerton
Phone: (949) 508-0569
cfullerton@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833.2600
customer-care@keystonepacific.com

ARCHITECTURAL DESK:

Phone: (949) 838.3239
architectural@keystonepacific.com

INSURANCE BROKER:

Please call them directly if you need an insurance certificate for your lender.
LaBarre/Oksnee Insurance
(949) 588-0711

HOMEOWNER ASSESSMENT

CHANGE - Effective immediately, the payment address for assessments has changed.

P.O. Box 513380
Los Angeles, CA 90051-3380

Managed by Keystone
16775 Von Karman Ave., Suite 100
Irvine, CA 92606

OWNER LIABILITY FOR DAMAGE; DUTY TO INSURE

RIGHT AND DUTY OF OWNERS TO INSURE - In accordance with Article IX, Section 9.03 of the Hillcrest CC&Rs, entitled "Right and Duty of Owner to Insure", each Owner has a duty to insure their Unit for losses that are below any deductible the Association maintains, for the entirety of any losses that would not be covered by the Association's insurance policy, and for any improvement and personal property within the Unit. Therefore, an Owner is responsible to insure their Unit for damage that occurs to components within the Unit for which they have the obligation to maintain, repair and replace.

INSURANCE CLAIM - To the extent the Association maintains insurance which may cover damage to a Unit component, an Owner making a claim under the policy is responsible for payment of his pro rata share of the deductible.

REPAIR AND MAINTENANCE BY OWNER - In accordance with Article II, Section 2.10 of the Hillcrest CC&Rs, entitled "Repair and Maintenance by Owners", each Owner has a duty to maintain, repair and replace the components of his or her Unit in a clean, sanitary and attractive condition. Each Owner must ensure that their Unit components are in good working condition. This includes toilets, faucets, icemakers, washing machines, showers and bathtubs, water heaters, cooling and heating systems, and other fixtures within the Unit utilizing water, including, but not limited to, the waterline connections and angle stops from the wall to the fixture. Each owner must periodically inspect all waterlines and fixtures utilizing water, and, where necessary, promptly make necessary repairs.

MAINTAINANCE OF PROPERTY - To the extent an Owner fails to properly maintain and repair their Unit components and the Unit component fails and causes damage to another Unit or Common Area, the responsible Owner is liable for the costs of repair to restore the damaged Unit and/or Common Area. Therefore, it is incumbent upon each Owner to obtain and maintain insurance which covers not only damage to his or her own Unit, but also for damage which may result to property other than his or her own Unit.

COMMON AREA DAMAGE - Article III, Section 3.07 of the Hillcrest CC&Rs, entitled "Damage by Member", requires each Unit owner to be responsible to the Association for any damage to the Common Area resulting from the negligence or willful misconduct of the Owner (including the Owner's family members, tenants and guests), and, after notice and hearing, provides that the cost of correcting such damage shall be charged to the Owner as a Special Assessment, subject to enforcement by lien and collection, the same as other Regular and Special Assessments. If the Association decides to make a claim against its insurance policy for damage to the Common Area caused by an Owner's negligence or willful misconduct, in addition to other charges, the Association may levy the cost of the deductible as a Special Assessment against the responsible Owner (s).

RIGHT OF ENTRY - Article VI, Section 6.02 of the Hillcrest CC&Rs authorizes the Association to enter a Unit, after three (3) days written notice to the Owner, for the purpose of performing maintenance and repair for components which the Owner is responsible, but fails to make. No notice of entry is required in an emergency, such as in the case where damage to another Unit or Common Area is threatened.

WATER LEAKS - Each Owner has the duty to promptly report all water leaks and evidence of leaks (such as water spots on ceilings, wet walls or floors, etc.) to the Association's management company. The Association will not be responsible for damage to a Unit which results from an unreported water leak. Prompt reporting of water leaks or evidence of water leaks allows the Association to investigate and make necessary repairs to minimize damage to the Common Area and Unit, with the goal of minimizing claims against the Association's insurance policy, which could result in increased premiums, which then results in increases in Regular Assessments to all Owners.

APPLICATION FOR CANDIDACY FOR THE BOARD OF DIRECTORS

Dear Homeowner:

The Annual Election will be held in April 2020. If you are interested in serving on the Board, please complete this application and return it to **KEYSTONE** at the office address displayed below, by 5:00 PM on **January 31, 2020**. For specific candidate qualifications, please contact Management for a copy of your community's Election Rules. **Members are encouraged to confirm their personal contact information by the deadline set forth for submitting nominations to ensure that Members have an opportunity to review their personal information at least thirty (30) days before ballots are mailed.**

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. Please type in the information requested below.

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY AND WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

PLEASE NOTE: PER CALIFORNIA CIVIL CODE SECTION 5105(a), A COPY OF THIS FORM MAY BE INCLUDED WITH THE OFFICIAL BALLOT. THE CANDIDATE/MEMBER IS SOLELY RESPONSIBLE FOR THE CONTENT OF THIS COMMUNICATION. THE ASSOCIATION DOES NOT EDIT OR REDACT ANY CONTENT

Proudly Managed By
Keystone Pacific Property Management, LLC

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

30211 Ave De Las Banderas, #120
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

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____

I, _____, hereby certify that the information above is true and correct and that I have not been convicted of a crime which, if elected, would either prevent the Association from purchasing fidelity bond coverage required by California Civil Code section 5806 or terminate the Association's existing fidelity bond coverage.

Signature: _____

Date: _____

To request an electronic copy of the Candidacy Application, please contact reconnect@keystonepacific.com.

Completed Candidacy Applications must be submitted to reconnect@keystonepacific.com by the deadline.

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