

September 2020

HILLCREST COMMUNITY ASSOCIATION

www.hillcrest.org

HIGHLIGHTS FROM THE JULY 20, 2020 BOARD MEETING

- Approved the minutes from the 6/15/20 Board meeting.
- Accepted the 5/31/20 and 6/30/20 financial statements subject to year-end audit.
- Discussed the feasibility of contracting with a Handyman for common area repairs.
- Accepted, with hesitation, the Pam Elkins resignation from the Board of Directors.
- Discussed the parking permit program, garage inspections will be scheduled thirty days out from delivery of parking permits and guest passes. Empire Security will conduct garage inspections and assign permits. There will be a \$20.00 fee payable to Empire. A letter with full details will be mailed to homeowners once garage inspection dates have been set.
- Reviewed Earthco tree trimming proposal and requested they re-review costs.

RULES AND REGULATIONS

- Nothing shall be done in any unit, or any portion of the property so as to create a nuisance or in any way interfere with the quiet enjoyment of the residents. Excessive noise or loud disturbances is specifically prohibited on Association property at all times, including the loud playing of radios, stereos and TV's inside or outside of the unit or in vehicles traveling through the Association property.
- No clothing, rugs, towels, rags, mops, etc. may be hung for any reason, including drying or airing purposes on balconies or railings, or anywhere inside or outside the unit, within view of neighbors or passers-by.
- Entries, stairs and landings, sidewalks, curbs and gutter areas adjacent to a unit must be kept clear of debris, free of all obstacles or unsightly and inappropriate items. (i.e., toys, trash)

SEPTEMBER 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.

Trash Pick-Up Day— Fridays
Please remove trash cans from the common areas

Keystone Pacific is CLOSED for Labor Day, 9/7/2020.

BOARD OF DIRECTORS:

President: Victor Lange
Vice-President: Vacant
Treasurer: Valerie Robertson
Secretary: Chris Hedger
Member-at-Large: Vacant

NEXT BOARD MEETING:

**Monday, September 14, 2020
6:00 PM**

Due to Coronavirus Stay at Home orders, please contact Management or visit bulletin board to determine if Zoom meeting or at Audi Mission Viejo

The final agenda will be posted in the bulletin board by the pool & on the website. You may also obtain a copy of the agenda by contacting management at (949) 838.3225.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Vivian Amin
Phone: (949) 751-6364
Emergency After Hours: (949) 833.2600
Fax: (949) 377.3309
vamin@keystonepacific.com

COMMON AREA ISSUES:

Sarah Purrington
Phone: (949) 750-1155
spurrington@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833.2600
customer@keystonepacific.com

ARCHITECTURAL DESK:

Phone: (949) 838.3239
architectural@keystonepacific.com

INSURANCE BROKER:

Please call LaBarre/Oksnee directly if you need an insurance certificate for your lender or have Association insurance questions—(949) 588-0711.

COVID-19 STILL EXISTS—BE SAFE,
WEAR A FACE COVERING—SOCIAL
DISTANCE.

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.



Hillcrest Community 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 send the completed form to forms@keystonepacific.com no later than October 31st.

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 vent 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:
Hillcrest Community Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606