

JULY 2021

TOWN CENTER ASSOCIATION

www.towncenterhoa.org



Managed by Keystone - 16775 Von Karman, Ste. 100, Irvine, CA 92606

ASSOCIATION WEBSITE – PLEASE VISIT!

Log onto www.towncenterhoa.org and follow the prompts to register and log in (*upper right side/corner of screen*). You will need your account number and email to create a password. The website provides you the ability to:

- Submit maintenance requests & address changes
- Get the latest community news & updates
- Obtain minutes, newsletters, policies & forms
- Access, review and manage your account online
- Pay your HOA assessment online



If you have a problem logging onto the website, please call Customer Care at 949-833-2600.

TOWN CENTER ASSOCIATION FINANCE COMMITTEE

There has been a request from Members in the sub-HOA'S that Town Center have a finance committee appointed to assist the Board with the review of the Master Association finances. If you are an Owner and interested in volunteering to serve on a finance committee, please email Management at lbrannon@keystonepacific.com. It would be helpful to include the reason for your interest and if you have financial back ground experience (not required) by August 15, 2021, to submit to your Board of Directors at their August meeting. Thank you.

BOARD CANDIDACY STATEMENT FOR 2022 ELECTION

In January of each year, the annual election is held for the purpose of electing five (5) members to serve as Board of Directors; each for a term of one (1) year. To save funds on a separate mailing in the fall, the Board Candidacy Statement for the 2022 election is included with this newsletter/courtesy billing statement. The Board's primary responsibility is to maintain the common areas, which consist of four pools & spas, four tennis courts, two basketball courts, two tot lots, lighting, the landscaping in all four parks/pools, the perimeter slopes, as well as portions of walkways. The Board Members are volunteers and oversee the vendors employed by the Association and the finances. If you are an Owner, interested in serving on your Board and can volunteer a few hours of your time each month to attend Board Meetings and property reviews, please fill out and turn in the enclosed Candidacy Statement by October 27, 2021. Statements will be posted in the pool area bulletin boards in November and with election packet mailed in December 2021. A PDF version you can make to fillable will be on the website or contact Management.

BOARD OF DIRECTORS:

President: Gabriele Rau
Vice-President: Julie-Bragalon Morrison
Treasurer: Manette Quinn
Secretary: Grace Lee
Member-at-Large: Rachel Manalo

NEXT BOARD MEETING:

Date: Thursday, July 22, 2021

Time: 5:00 P.M.

Location: Zoom

Meeting ID: 972 4053 9333

Passcode: 956704

One tap mobile

1-669-900-6833 ID# 97240539333

Please call Management prior to confirm as meetings are subject to change or cancellation.

The final agenda will be posted on the website or contact Management at 949-838-3229.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Lisa Brannon, CMCA
Phone: 949-838-3229
lbrannon@keystonepacific.com

KEYSTONE AFTER HOURS & WEEKENDS

PHONE NUMBER: 949-833-2600

For urgent matters only such as property damage or a broken sprinkler in the parks or flooding pool/spa.

COMMON AREA ISSUES:

Courtney Vergilio

Phone: 949-570-1310
cvergilio@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/

WEBSITE LOGIN:

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

POOL KEY FOBS—Curb Side Pick Up:

Contact Courtney Vergilio at 949-570-1310 to make an appointment to pick up. Fobs are available at Management's Irvine office via curb side pick up. An extra fob is \$50.00 payable by check only to the Association, no cash.

PATROL SERVICE FOR PARKS/POOLS:

Priority One Security 7pm to 3am Daily
Phone: 714-778-0447

To report nuisances or suspicious activity in the parks or pool areas (vandalism). Crime emergencies call 911.

JULY 2021**SIGN UP ON LINE—DON'T MISS YOUR JANUARY AND JULY PAYMENTS TO AVOID LATE CHARGES****CALIBER ONLINE - PAYMENT FEATURE**

Assessments are due twice per year, in January and July 2021. With six (6) months between the courtesy billing statements, you may forget to make your payment. In accordance with the Board of Directors (this is not a Keystone policy) Delinquency Policy you will incur a late charge and additional fees if the payment remains outstanding for more than 60 days. A one-time ACH payment may be made through www.kppmconnection.com. There is the option for recurring online ACH payments. Please visit the website to access your online payment account. You may access your account using your current email address and password. ***If you have not registered for The KPPM Connection, you must have your account number readily available.*** If you need help signing up, please call Customer Care at 949-833-2600.

PRINCETON PARK RECREATION AREA (901 STANFORD)

- * POOL / SPA (BBQ AT POOL) - (POOL HEATED YEAR ROUND, WITH THE EXCEPTION OF AUGUST & SEPTEMBER)
- * SOCCER FIELD
- *(2) LIGHTED TENNIS COURTS - 7:00 A.M. TO 10:00 P.M.

STANFORD PARK RECREATION AREA (675 STANFORD)

- * POOL / SPA (BBQ AT POOL) - (POOL HEATED FROM MEMORIAL WEEKEND THROUGH LABOR DAY)
- * SAND VOLLEYBALL COURT
- *TOT LOT / PICNIC AREA

CORNELL PARK RECREATION AREA (60 CORNELL)

- * JUNIOR OLYMPIC SIZE POOL / SPA - (POOL HEATED YEAR ROUND, WITH THE EXCEPTION OF AUGUST & SEPTEMBER) - 6:00 A.M. TO 10:00 P.M.
- * (2) LIGHTED TENNIS COURTS - 7:00 A.M. TO 10:00 P.M.
- * BASKETBALL COURT - 8:00 A.M. TO 10:00 P.M.

COLUMBIA SQUARE PARK (2 EXETER)

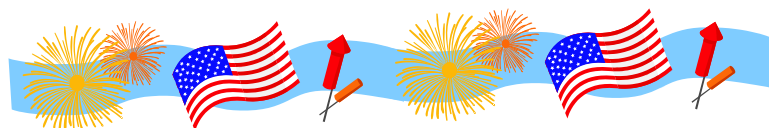
- * POOL / SPA (BBQ AT POOL) - (POOL HEATED FROM MEMORIAL WEEKEND THROUGH LABOR DAY) - 6:00 A.M. TO 10:00 P.M.

POOL KEY FOBs

In 2017 the Town Center Association replaced the metal pool key to keyless fob. If you did not pick up your fob, please see the following directions:

- **PICK UP:** When picking up your key fob, you MUST provide your driver's license that has your Town Center property address listed. If your license does not have your Town Center property address, you must provide a utility bill showing your name and the property address.
- **TENANT PICK UP:** Contact Management for the required "Form" an Owner must complete with signature authorizing a tenant to pick up a fob. If your tenant does not bring the signed Form, along with their driver's license, they will not be given your key fob.
- **LOCATION FOR PICK UP BY APPOINTMENT FOR CURB SIDE PICK UP:** The keyless fob can be picked up at the Irvine office of Keystone by making an appointment with Courtney Vergilio for curbside pick-up: email cvergilio@keystonepacific.com or call 9949- 570-1310. Each owner is provided one (1) fob at no charge and a second fob is \$50.00 paid by check to: Town Center Association (note in the check memo "keyless fob"). ***Please be reminded that there are surveillance cameras. If you, or someone using your fob is seen causing damage or vandalizing the common area, you will be held responsible for the costs of repairs.***

REMINDER FOR SPA USE: Please shower before entering the jacuzzi. With the increased use in the summer, sunscreen and lotions can cause the spa water to become murky or foamy. The pools/spas are cleaned three times per week and we all need to help keep water clean between services. Have a happy and safe 4th of July!



APPLICATION FOR CANDIDACY FOR THE BOARD OF DIRECTORS

Dear Homeowner:

The Annual Election will be held in . If you are interested in serving on the Board, please complete this application and return it to **KEYSTONE** by 5:00 PM on . 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

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 or to the following address before the deadline: