

MAY 2020

# COWAN HILLS

www.cowanhills.org

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

## CORONAVIRUS INFO

With schools closed and kids now home, we ask that even though it is tempting, that you do not gather in groups, allow your children to play at the playground and try to stay at home as much as possible. Please ensure that you continue to drive slowly in the neighborhood and be on the lookout for kids at play.

## BE ON THE LOOKOUT

We are asking for neighborhood help to identify the person or people biking down trails that have been cut through shrubs between Canyon View and our community park. We think the shrubs were cut to make a course for trail or "BMX" bikes because several paths were cut, dirt was mounded to create an elevated jump and a wooden ramp was built to make a more radical jump. Shovels and saws were used to cut the shrubs and build the jumps.

The initial attempt to discourage this vandalism was to put plastic caution tape across the trail entrances; however, the tape was cut within a couple days, so this "low key response" was not an effective deterrent.

These trail rides may sound like good clean fun, but their use as bike trails poses the possibility of injury to the biker, liability to the Association and damage/destruction to the Common Area, which is specifically disallowed in the CC&R's. Section 9.03 of the CC&R's state, Damage to Common Area by Owners: The cost of any maintenance, repairs or replacements by the Association within the Common Area, arising out of or caused by the willful or negligent act of an Owner, his tenants, or their Families, guests or invitees shall, after and hearing, be levied by the Board as a Special Assessment against such Owner. And Section 10.10 state, Common Area Facilities: Nothing shall be altered or constructed in or removed from the Common Area or without the prior written consent of the Board.

At this time, the Board does not intend to get the police involved, in the hope that those who are involved will stop immediately. If you can identify who is involved, please contact Keystone so they can take action . . . please do not confront the riders yourself.

Cowan Hills Board of Directors

## KEYSTONE PACIFIC CLOSED IN OBSERVANCE OF MEMORIAL DAY – MONDAY, MAY 25TH

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

**President:** Arthur Castro  
**Vice-President:** Julia Boynton  
**Treasurer:** Kenneth McCord  
**Secretary:** Peter Veenhuyzen  
**Member-at-Large:** Dan Bosch

### NEXT BOARD MEETING:

May 26, 2020 @ 6:30 P.M.  
Location: To be determined

*The final agenda will be posted at the park. You may also obtain a copy of the agenda by contacting management at 949-838-3244.*

### IMPORTANT NUMBERS:

**ASSOCIATION MANAGER:**  
**Rebecca Arroyo, CMCA, AMS**  
Phone: 949-838-3244  
Fax: 949-833-0919  
rarroyo@keystonepacific.com

**Emergency After Hours:**  
**949-833-2600**

### COMMON AREA ISSUES:

Please contact: Melanie Clay  
Phone: 949-503-0298  
Email:  
mclay@keystonepacific.com

### BILLING QUESTIONS

### ADDRESS CHANGES

### WEBSITE LOGIN:

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



## 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.

### Trash Pick-Up Day - Wednesday

Please remove trash cans from the common areas no later than twelve (12) hours after trash pick up.

### Street Sweeping Day - Thursday

Tuesday, May 26, 2020 - Board Meeting @ 6:30 p.m.

Location: To be determined

### VISIT

[www.cowanhills.org](http://www.cowanhills.org)

Log onto the community website to:

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

Should you have problem logging onto the community website, please call Customer Service at 949-833-2600.



### LANDSCAPE MAINTENANCE

Please make sure that you are tending your lawn on a regular basis. The grass should always be kept at a reasonable height; no more than 2-3”.

Weeding, edging, planting beds and mulching go a long way toward improving a yard’s look. On a regular basis, you should remove weeds & cut back any overgrown plant material, remove and replace diseased plants. Fertilizing & reseeding your lawn are also necessary from time to time.

To solve problems or add interest, plant new trees and shrubs to create focus areas, or to camouflage foundations and old fencing. Planting colorful annuals in beds or pots around the house and patio, in hanging plant holders or in flower boxes makes a house look cared for and cozy.

### WHEN ARE MY ASSESSMENTS DUE?

Regular monthly assessments are due and payable on the 1st of each month. A courtesy billing statement is sent each month to the billing address on record with the Association. However, it is the owner of record’s responsibility to pay each assessment in full every month regardless of whether a statement is received. All other assessments, including special assessments, are due and payable on the date specified by the Board of Directors in the notice imposing such assessment.

### ARCHITECTURAL APPROVAL

We would like to remind everyone that Architectural Approval is required **prior to the start of work on any portion of the exterior.** The Architectural Application needs to have the signatures of your neighbors on the Neighbor Awareness Form, **but** their signatures do not constitute approval. It is a courtesy to your neighbors to make them aware of your intentions. The Architectural Application can be found on the Cowan Hills website at [www.cowanhills.org](http://www.cowanhills.org).

**Any improvements/changes made without approval of the Architectural Review Committee (ARC) are subject to removal at the homeowner’s expense.**

### ASSESSMENT PAYMENT REMINDER

Please ensure that you have updated the location in which you mail your monthly assessment. Please also make sure your automatic payments set up with your bank reflects the address below as well.

File #1958  
1801 W. Olympic Blvd.  
Pasadena, CA 91199-1958