

November 2020

COWAN HILLS

www.cowanhills.org

VIEW OBSTRUCTION POLICY

- * Cowan Hills Covenants, Conditions and Restrictions (CC&R's) prohibit the unreasonable obstruction of a view from lots within Cowan Hills. It is the obligation of owners of lots within our Community to resolve disputes that arise between one another on an informal basis, without the need for involvement of the Association. Notwithstanding the foregoing, disputes have arisen from time to time between owners about view obstructions caused by maturing trees and other vegetation (including that installed by the developer), when the available view from a higher elevation neighbor is blocked by trees and vegetation growing above the roofline of the lower adjacent lot. When owners are unable to resolve the issue on an informal basis and they submit the dispute to the Association, the Board of Directors and the Architectural Review Committee are guided by the Cowan Hills Community Association View Obstruction Policy, enacted January 13, 1998, pursuant to Article X, Section 10.08 of the Association's CC&R's.
- * If you have any questions regarding the view obstruction policy or would like a copy of the full policy, please contact Carly Hoffman at (949) 508-0567 or choffman@keystonepacific.com.

KEYSTONE PACIFIC CLOSED IN OBSERVANCE OF THE FOLLOWING DAYS—

- * Veteran's Day—Wednesday, November 11th
- * Thanksgiving—Thursday, November 26th
- * Day After Thanksgiving—Friday, November 27th

WHAT TO DO IN CASE OF AN EMERGENCY

- * If you have an after hours common area emergency that needs to be reported to Management, please call (949) 833-2600 and follow the emergency service prompts. The on-call manager will return your call and gather the necessary information from you. Please be ready to tell the emergency service the name of your Association (Cowan Hills Community Association) and your property address in order to process your call.

OWNERS WHO LEASE THEIR HOME

- * We would like to take this time to remind all homeowners that it is their responsibility to inform their tenants of the Association rules and regulations. Please provide a copy of the Association rules to your tenants to avoid confusion. It is the homeowner who is ultimately responsible for the actions of their tenants. Thank you for your cooperation with this matter.

BOARD OF DIRECTORS:

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

NEXT BOARD MEETING:

Tuesday, November 24th, 2020 @ 6:30PM Via Zoom. Contact Management for Zoom information.

The final agenda will be posted at the park. You may also obtain a copy of the agenda by contacting management at (949) 508.0567.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Carly Hoffman
Phone: (949) 508.0567
choffman@keystonepacific.com

Emergency After Hours:

(949) 833.2600

COMMON AREA ISSUES:

Carly Hoffman
Phone: (949) 508.0567
choffman@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833.2600
customercare@keystonepacific.com

ARCHITECTURAL DESK:

Phone: (949) 838.3239
architectural@keystonepacific.com

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

November 2020 REMINDERS

- * **Keystone is Closed in Observance of the Following Days:**
 - * **Veteran's Day**—Wednesday, November 11th
 - * **Thanksgiving**—Thursday, November 26th
 - * **Day After Thanksgiving**— Friday, November 27th
- * 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 - Thursday
- * Trash Pick-Up Day - Wednesday
Please remove trash cans from the common areas after this day.
- * Tuesday, November 24th - Board Meeting @ 6:30PM
Location: Via Zoom. Contact Management for Zoom information.

FALL HOME MAINTENANCE

Autumn weather will be here soon, so take advantage while you can to:

- * Consult an arborist/landscaper to see if your trees need to be trimmed. Please be a good neighbor and make sure your trees are not encroaching onto your neighbor's yard or common areas.
- * Check your property for necessary repairs.
- * Clear roof gutters and downspouts of any debris. Check drainage to make sure that winter rains do not cause flooding problems.
- * Check windows; they may need caulking replaced.
- * Check doors to see if weather stripping needs to be replaced.
- * Clear your flower beds of weeds, spent flowers and leaves and trim back shrubs and bushes.
- * Also, please take a moment to check your shutters and garage doors and clean off areas of stucco/trim that are dirty or stained . You should consider painting any item that is stained, chipped, peeling, faded or weather-beaten. This will help improve not only your home, but the entire community!

COMMUNITY WEBSITE:

www.cowanhill.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.

HOLIDAY TRAVEL

- * Now that the holiday season is here, some of you may be going on vacation. As a precaution, it is a good idea to let your trusted neighbors know where you will be and how to reach you in case of an emergency. Be sure to stop your newspaper and mail service while you are away or make arrangements with a neighbor to take them in for you. You can simply go on-line at www.USPS.com or by calling 1-800-ASK-USPS (1-900-215-8777) to have your mail placed on hold during your time away from home. Don't forget to have someone remove flyers and/or ads from your door or driveway as these are good indicators that no one is home. Another good tip is to use a variable timer for interior lights so your home does not appear empty or vacant for an extended period of time. For those of you traveling, have a wonderful and safe holiday!





**Cowan Hills 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 email the completed form to forms@keystonepacific.com no later than December 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 event 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:
Cowan Hills Community Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606