

JANUARY 2008

PORTOLA SPRINGS COMMUNITY ASSOCIATION

www.portolasprings.org



Professionally Managed by Keystone Pacific Property Management, Inc. - 16845

DOGS, LEASHES AND POOP...

We would like to remind all residents that dogs are to be kept on leashes at all times and to use the doggie bags provided at each park. There have been several reports of dog owners letting their dogs roam free, and in one case running up to small children. If you see a loose dog, with or without its owner present, contact Animal Control at (949) 724-7740 and/or Irvine Police Department at (949) 724-7000. If you happen to know who the dog owner is, report this to management.

RENTING THE CLUBHOUSE

The large room with attached kitchen and adjacent small room at the Lomas Valley and Silverado clubhouses are available for private parties. You may download the reservation packet at www.portolasprings.org. Contact Leona Zhao at (949) 838-8253 for more information.

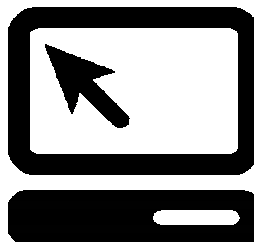
DECEMBER 12, 2007 BOARD MEETING HIGHLIGHTS

- The Board ratified the acceptance of parkway for turnover to the Association in front of homes on Gray Dove.
- Shirley Sirivong was appointed as Chair for the Activities Committee. We desperately need more volunteers! If interested, please e-mail jboulduc@keystonepacific.com.
- The Board approved Schonwit & Associates to complete the year end taxes and perform an audit..
- The Clubhouse Reservation Form was amended to include reservation of both rooms at the \$250 fee and \$500 deposit. The new form can be downloaded at www.portolasprings.org.
- Doggie Leash signs were approved to be installed at several parks throughout the community.

VISIT www.portolasprings.org!

Log onto the Portola Springs community website to:

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



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

BOARD OF DIRECTORS:

President: Tom Heggi
Vice-President: Bradley Hawkins
Secretary/Treasurer: Wendy DeWees

NEXT BOARD MEETING:

Wednesday, February 13, 2007
3:30 PM @ Irvine Company (Exhibit Hall)
550 Newport Center Drive
Newport Beach, CA 92660
The final agenda will be posted at the pool area and available on the Association's website at least 4 days in advance of the meeting. You may also obtain a copy of the agenda by contacting management at (949) 838-3265.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Jamie Bolduc
Phone: (949) 838-3265
Emergency After Hours: (949) 833-2600
Fax: (949) 833-0919
E-mail: jboulduc@keystonepacific.com

COMMON AREA ISSUES CLUBHOUSE RESERVATIONS KEY FOBs:

Leona Zhao
Phone: (949) 838-3253
E-mail: lzhao@keystonepacific.com

Both rooms at each clubhouse can be reserved for a \$250 non-refundable fee and \$500 refundable deposit. Insurance is also required. Download the reservation form at www.portolasprings.org. Call Leona to check the availability of a certain date.

If your key fob doesn't work, send an email to Leona and provide the number stamped on your key fob. Leona will check the database to make sure your key fob is active.

If you haven't received your key fobs yet, please also e-mail or call Leona.

BILLING QUESTIONS/ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833-2600
accounting@keystonepacific.com

ARCHITECTURAL DESK:

Phone: (949) 838-3239
architectural@keystonepacific.com

DECEMBER 2007 REMINDERS

■ **Monday, 12/24 & Tuesday, 12/25 and Monday, 12/31 & Tuesday, 1/1 (Christmas & New Year Holidays) - Keystone Pacific Closed**

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.

AFTER-HOURS SERVICE LINE:

If an association common area matter requires immediate attention after office operating hours, please call (949) 833-2600 and a representative will be happy to assist you.

STREET LIGHTS

If you notice a street light that is out, please note the number on the pole and report it to So Cal Edison at (800) 611-1911.

NEWSLETTER DISTRIBUTION

If you own a Portola Springs home that is being rented out, please be aware that your tenants are not on the newsletter mailing list.

Tenants can access the newsletter by downloading one from www.portolasprings.org or having their address added to the email distribution list. To be added to the list, send an email to jboulduc@keystonepacific.com and request to have your email address added. Management respects your right to privacy and will never share or reveal your email address without your permission.

TRANSFER/RESALE TO NEW OWNER/BUYER

Upon the sale or transfer of a home, the former owner's key fobs will be deactivated, but can be reactivated once the new owners submit their Homeowner Information form. It is the previous homeowner's responsibility to give their key fobs to a new buyer. It is not the responsibility of the Association to insure the key fobs are transferred. If the new owner does not receive key fobs at the point of sale, they will be required to pay \$25 per key fob, up to the limit of four (4)..

ARCHITECTURAL SUBMITTALS

If you live in a sub-Association and have architectural plans to submit, please submit them to your sub-association and not to the Portola Springs Community Association.

FACILITY HOURS

Pools: 6 AM - 10 PM Sun-Thurs; 6 AM - 11 PM Fri & Sat

Tennis Courts: 6 AM - 10 PM Daily

Please bring your key fob to the parks and pools at Portola Springs every time you visit. If you forget your fob, you will not be able to access the restroom facilities or any of the enclosed amenities.

Remember, when your guests utilize the facilities, they must enter with you. If you experience any problems using your key fobs, contact Leona Zhao at (949) 838-3253.

PAY YOUR ASSOCIATION BILL ONLINE!

Keystone Pacific is now accepting association payments online. This new service is available by using the account billing inquiry feature located on the community website at www.portolasprings.org. All payments require a bank routing number in addition to a checking, savings or money market account number. Credit card payments are not accepted through this online service. Payments submitted online will be processed daily. If you have questions about this service or regarding your account number and password, please contact customer service at (949) 833-2600.

SUB ASSOCIATION INFORMATION:

Bougainvillea, By KB Homes

Los Arboles, By Taylor Woodrow Homes

Management Representative:

Crummack-Huseby, Inc.

1 Spectrum Pointe, Suite 320

Irvine, CA 92630

(949) 367-9430

Decada, By California Pacific Homes

Management Representative:

Accell Property Management

23046 Avenida de la Carlotta, Suite 700

Laguna Hills, CA 92653

(949) 581-4988

Manzanita, By Richmond American Homes

Paloma, By Brookfield Homes

San Carlos, By William Lyon Homes

Management Representative:

Keystone Pacific Property Management

16845 Von Karman, Suite 200

Irvine, CA 92606

(949) 833-2600

Sendero, By John Laing Homes

Management Representative:

PCM

23726 Birchtree Drive

Lake Forest, CA 92630

(949) 768-7261

Vientos, By California Pacific Homes

Management Representative:

BHE Property Management

P.O. Box 7736

Laguna Niguel, CA 92607

(949) 363-1963

Note: Las Colinas and Serra are not sub-associations. All communication is with Keystone Pacific Property Management (as shown on page 1).