

NOVEMBER 2009

ALTEZZA AT NEWPORT COAST

www.altezzahoa.org

Professionally Managed by Keystone Pacific Property Management, Inc. - 16845 Von Karman, Ste. 200, Irvine, CA 92606



The year has turned its circle,
The seasons come and go.
The harvest all is gathered in,
And chilly north winds blow.
Orchards have shared their treasures,
The fields, their yellow grain,
So open wide the doorway-
Thanksgiving comes again!

~Author Unknown

ANNUAL ELECTION AND MEETING

The Annual Election will be held on December 3rd. Please be sure to return your completed ballot. (It will be mailed out in November) Remember to insert the white ballot envelope into the manila envelope, and don't forget to write your name and address in the upper left hand corner and **sign it** or your ballot will not be considered.

FAMILY VISITING FOR THE HOLIDAYS?

As the holiday season approaches, we would like to remind everyone about parking within the Community. During this time of year, many people have get-togethers with family and friends. This creates a lot of extra vehicle traffic on our streets. Make sure your guests follow the speed limit and the parking rules of the community. Please be courteous to your neighbors and remember that living in a condo community means that sound travels – if it is after 9 pm, please do not talk and chat on balconies, porches or standing outside.

Reminder: Altezza residents MUST use their garage to capacity before parking on the street.

AUTUMN CHORES

With the cold weather rapidly approaching it is time to perform some interior/ exterior maintenance:

- Change the filters for your vents and heater.
- Check the weather stripping on your front door, sliding door and windows – air tight means less heat escapes.
- Consider having your chimney cleaned and/or serviced.
- Put away any exterior items that may be damaged if out in the wind and/or rain. Sweep away any debris from balcony decks, courtyards and backyards.
- Adjust your courtyard/backyard sprinkler systems to account for the cooler weather.

BOARD OF DIRECTORS:

President: Larry Bishop
Treasurer: Gary Calacci
Secretary: Jerry Dotson
Member-at-Large: Barry West
Vacancy

NEXT BOARD MEETING:

Thursday, December 3, 2009
6:30pm @ Coastal Canyon Facility
6700 Ridge Park, Newport Coast
No Meeting will be held in November

The final agenda will be posted at the spa 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 949-838-3206.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Jennifer B. Stocks, CCAM
Phone: 949-838-3206
Fax: 949-833-0919
E-mail: jstocks@keystonepacific.com

Emergency After Hours: 949-833-2600

COMMON AREA ISSUES:

Mindy Baumgardner
Phone: 949-838-3254
E-mail: mbaumgardner@keystonepacific.com

ALTEZZA SPA KEY:

Please contact Mindy Baumgardner to obtain a replacement spa key for \$25.00.

BILLING QUESTIONS/ADDRESS CHANGES/WEBSITE LOGIN:

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

ARCHITECTURAL DESK:

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

INSURANCE BROKER:

Greg Lerum Insurance
25251 Paseo Del Alicia #110
Laguna Hills CA 92653
949-492-7331
fax: 949-498-1016

NOVEMBER 2009 REMINDERS

- **Thanksgiving Holiday:** Thursday, November 26th & Friday, November 27th the offices of Keystone Pacific will be closed.



- **Trash Pick-Up Day: Thursdays**
Please remove trash cans from the common areas after this day. Trash pick up is often delayed by holidays.

- **Thursday, December 3rd - Annual Meeting and Election @ 6:00pm**

- **Thursday, December 3rd - Board Meeting @ 6:30pm**

Location: Coastal Canyon Facility
6700 Ridge Park, Newport Coast

AFTER-HOURS SERVICE LINE:

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

Please call 9-1-1 for life threatening emergencies.

SIGN UP FOR THE ACH PROGRAM:

Save time and money! Sign up for our ACH program to have your assessment payment automatically debited from your checking or savings account. Please call customer service at 949-833-2600 or send an e-mail to customer-care@keystonepacific.com for an ACH application.

BOARD MEETING HIGHLIGHTS

THE BOARD:

- Approved the financials and minutes. (Minutes are posted on the community website.)
- Approved the budget and annual maintenance inspection for mail out to the community.
- Made decisions regarding the Annual Meeting and Election in December.
- Approved Three Phase Electric to install the holiday lighting
- Approved the proposal from Mick Mickler of New Horizon Construction regarding the restoration of fifty-one front doors at Altezza.
- Amended Architectural Guidelines were approved for mail out to the community for review/comment.

DAYLIGHT SAVING TIME ENDS – November 1st

Now that daylight savings time is over, it's a good time to remember a few things.

- Remember to adjust your clocks back one hour!
- Replace the batteries in your smoke detectors.
- Change the filters for your heating system.
- Adjust your landscape irrigation to avoid overwatering.



VISIT www.altezzahoa.org

Log onto Altezza's 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.

