

SEPTEMBER 2018

VINEYARD-MURRIETA

www.vineyard-murrieta.org



Professionally Managed by Keystone Pacific Property Management, LLC - 41593 Winchester Road, Suite 113, Temecula, CA. 92590

“When you arise in the morning, think of what a precious privilege it is to be alive – to breathe, to think, to enjoy to love.”

~Marcus Aurelius

HOMEWISEDOCS.COM

Keystone Pacific Property Management, LLC is pleased to announce its transition to HomeWiseDocs.com, the next generation in document and data delivery for resale packages, resale demands, lender questionnaires and association documents.

HomeWiseDocs.com provides reliable, around the clock online access to all governing documents and critical project data for lenders, closing agents, real estate professionals, and homeowners from Keystone Pacific’s managed communities. Please see below for login information:

Online Chat at www.homewisedocs.com

Help Desk: 866.925.5004 x1

E-mail: info@homewisedocs.com

Log on to www.homewisedocs.com and select the Sign Up link to register. The many system enhancements geared toward an improved user experience include:

- Order by address or association name
- Email and SMS text completion notices for users
- Track orders online with confirmation
- Much more!



BOARD OF DIRECTORS:

President: Rachael Taylor
Vice-President: Diana Hess
Treasurer: Scott Ries
Secretary: Tom Tokarchik
Member-at-Large: Scott Svendsen

NEXT BOARD MEETING:

ANNUAL ELECTION
September 10, 2018

**Keystone Pacific
Property Management**
41593 Winchester Rd., Suite 113
Temecula, CA 92590

The final agenda will be posted at the corner of Hayes and Sherry 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 951-491-6866.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Jennifer Alegria
Phone: 951-491-6862
Emergency After Hours: 949-833-2600
Fax: 951-491-6864
jalegria@keystonepacific.com

COMMON AREA ISSUES:

Becky Nguyen
Associate
Phone: 951-491-7362
bnguyen@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: 951-491-6866
customercare@keystonepacific.com

ARCHITECTURAL DESK:
Architectural@keystonepacific.com

SEPTEMBER 2018 REMINDERS

- Keystone Pacific Closed in Observance of Labor Day Monday, September 3, 2018.
- 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 - Wednesday
- Trash Pick-Up Day - Monday – Please remove trash cans from the common areas after this day.



PAYMENT UPDATE:

Effective immediately, your account number and where to send your assessment payment has changed. To avoid any delays in processing your assessment payments, please update your records.

Your new 10 digit account number can be found in your billing statement. The new payment address will be:

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

If you have any questions or concerns, please call 949-833-2600.

COMMUNITY UPDATES/REMINDERS

Safety – If you see something...say something! If you witness suspicious activity in the community, please notify the Police Department. If there is a life threatening emergency, please call 911. It is important to be vigilant for yourself and your neighbors.

Trash Cans – Please be sure to store your trash cans out of view from the common area. Please do not leave trash cans near your gate or fence. They need to be stored where they cannot be seen from the common area.

Landscape – Please maintain your front and side yards. If you chose to have your grass die and would like to install drought tolerant landscape, please submit for architectural approval. If you do not maintain your yard, for example: dead grass, weeds in the lawn, side yard debris and weeds...etc., you will receive violation notice and may be called to a hearing where fines are assessed.



REMINDER: Do Not Make Changes to Your Yard Without First Obtaining Approval from the Architectural Reviewer



We understand that submitting for architectural approval prior to starting a home improvement project is not on the top of everyone's to do list. However, it is very important that you take a moment to complete the architectural application and submit your plans prior to starting the work. Yes, it will take a few weeks to hear back from the architectural reviewer but it will save you from receiving compliance letters from the Association.

If you have a project in mind, plan ahead and submit an architectural application with your plans prior to starting the project.



The Vineyard-Murrieta 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. Please complete and return this form to Keystone Pacific Property Management, LLC at the address shown below or send the completed form to forms@keystonepacific.com no later than October 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 vent 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:
The Vineyard-Murrieta Community Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606