

February 2017

BAYSIDE COVE

www.baysidecovehoa.org

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

RULES AND REGULATIONS – UPDATE



As of January 1, 2017, the Association's Rules and Regulations have been amended. Please be sure to save a copy of these updated Rules and Regulations for your records. A PDF version of the Rules and Regulations can be obtained through Management, or on the Association's website. Please be reminded that owners are responsible for providing a copy of the rules to their tenants.

2017 ANNUAL ELECTION – UPCOMING!

The Association's Annual Election Meeting will take place in May. This is the time that your Board of Directors get elected by YOU, the homeowner! Should you wish to have your name placed on the ballot for the opportunity to be elected to the Board of Directors, complete the Candidacy Statement that was supplied in your February billing statement and submit back to Management by February 28th. Your election information and voting material will be issued in the month following, and no less than 30 days from the election date. Please look for this to arrive in a large envelope! Remember: only members of the Association are permitted to vote, tenants are not eligible to submit a voting ballot. Look for an article addressing common Election Q&A's in a future newsletter! As always, should you have additional questions, reach out to your Association Manager.



A MEMBER'S RIGHT TO PRIVACY

California Civil Code allows a member to request to be removed from the membership list to prevent release of their private contact information to a member requesting the membership list. In order to opt-out of the membership list, you must notify the Association in writing. If you choose to opt-out of sharing your name, property address, email address and mailing address under the membership list, the opt-out designation shall remain in effect until changed by you, by written notification to management. If you wish to opt-out, please complete the Opt-Out Form on our website at: <http://www.kppm.com/forms/opt-out.php>.

BOARD OF DIRECTORS:

President: Michele Otting-Mann
Vice-President: Tom Addis
Treasurer: John Merrell
Secretary: Carole Ciraulo
Member-at-Large: John Perrone

NEXT BOARD MEETING:

February 15, 2017
5:00 pm at Newport Beach Yacht Club
1099 Bayside Drive
Newport Beach, CA 92660

The final agenda will be posted on the bulletin board on the pool gate and the Association's website. You may also obtain a copy of the agenda by contacting management at 949-838-3262.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Lydia McCaig, CMCA
Phone: 949-838-3262
Emergency After Hours: 949-833-2600
Fax: 949-833-0919
Lmccaig@keystonepacific.com

COMMON AREA ISSUES:

Larissa Rounsaville
Phone: 949-838-3293
Lrounsaville@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

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

PATROL MASTERS:

(714) 648-0602

POOL KEYS:

\$75.00, payable by check to
"Bayside Cove"

SOUTHERN CALIFORNIA GAS COMPANY:

(800) 427-2200

NEWPORT BEACH FIRE DEPARTMENT:

(949) 644-3104

February 2017 REMINDERS

- Keystone Pacific **Closed** in Observance of President's Day - Monday, February 20th
- 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 - Weekly, on Fridays
- Trash Pick-Up Day - Weekly, on Wednesdays
Please remove trash cans from the common areas after this day.
- Wednesday, February 15, 2017 - Board Meeting @ 5:00pm
Location: Newport Beach Yacht Club
1099 Bayside Drive, Newport Beach, CA

"Every successful individual knows that his or her achievement depends on a community of persons working together." —Paul Ryan



SAVE MONEY AND THE ENVIRONMENT – POWER DOWN

Looking to cut back due to a tight budget or ready to go green? Here are 10 quick and easy tips to accomplish both:

1. Use power strips. "Smart" power strips automatically turn off when electronics are off or when one main unit (like your personal computer) is powered down.
3. Turn off lights. When you're not in the room or not in the house, there's no need for all the lights to be on.
4. Clean and replace furnace or air conditioner filters. Dirty filters may block air flow.
5. In the warmer months, keep the shades and blinds down on south, east, and west facing windows. In the colder months, open them up and let the sun in.
6. Activate "sleep" features on your computer and office equipment. When they go unused for a long period of time, they power down.
7. In cooler months, add additional blankets for your sleeping comfort.



COMMUNITY REMINDERS!

- Fire lanes are considered all streets and non-designated parking spaces, including the street behind your garage. Please inform your guests and tenants of the Association's parking rules and park in marked, designated stalls only.
- Continue to adhere to a slow and safe speed limit when leaving or entering the community. Please inform your guests and visitors of the speed limit in order to avoid any accidents.
- If you will be out of town for extended travel or business, please make arrangements to have your newspaper and fliers removed from your porch or driveway. This may attract unwanted attention to your residence.
- Air Conditioning units must be pre-approved by the Architectural Review Committee (ARC) through the submission of an architectural application and scheduling with Cliff Brown Roofing. The architectural application, and contact information for Cliff Brown Roofing, can be found under the "Association" tab of the Association's website homepage and select "Architectural Application."
- If a spring storm is looming on the horizon, lower your patio umbrellas and remove smaller-size planter pots from your patio railings to avoid a loss from the winds.
- Continue to pick-up, and dispose of, pet waste from the Association common area.



Bayside Cove 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 fill out and return this form to the address below no later than February 28th.

Owner Name:

- 1. Address or Addresses to which notices from the association are to be delivered:

Four horizontal lines for address input.

- 2. Any alternate or secondary address to which notices from the association are to be delivered:

Four horizontal lines for alternate address input.

- 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:

Four horizontal lines for legal representative information.

- 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:
Bayside Cove Community Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100
Irvine, CA 92606

**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

Dear Homeowner:

The Annual Election will be held in May 2017. If you are interested in serving on the Board, please complete this application and return it to KEYSTONE PACIFIC PROPERTY MANAGEMENT, LLC at the office address displayed below, by **5:00 PM on Hgdt wct { '48.'4237**.

Please type in the information requested below.

NAME: _____

(Please note: Be sure to complete and return verification information on page 2 of this application)

**Candidacy statement needs to be kept to one page.*

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY?

WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

(Per Civil Code, this form will be sent with the election materials, as submitted)

Page 1 of 2

Professionally Managed by: Keystone Pacific Property Management, LLC
16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960
Tel (949) 833-2600 · Fax (949) 833-0919 · www.keystonepacific.com

**APPLICATION FOR CANDIDACY
FOR THE BOARD OF DIRECTORS**

HOMEOWNER VERIFICATION INFORMATION

NAME: _____

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____