

MARCH 2017

# GREENBRIAR

www.greenbriarhoa.org



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



*May your pockets be heavy and your heart be light.  
May good luck pursue you each morning and  
night. May good luck be your friend in whatever  
you do and May trouble be always a stranger to  
you.*

~Irish Blessing

## ARE YOU ADEQUATELY INSURED?

Condominium owners sometimes assume that their Association's master insurance policy is all the coverage they need. The master policy only covers the building, not your personal belongings or any upgrades you have made to your unit. For example, upgraded flooring, new cabinets or appliances and renovations are generally not covered by the master policy. Nor does it cover parts of the building that are used only by you, such as, the balcony or the pipes that feed into your unit from the main lines. All residents need their own insurance to cover property and belongings inside their units, from any damage that might be caused by something within your unit (for example, a leaking toilet). In a few rare cases, where coverage is provided under the master policy, you will still be responsible for the deductible. To have your personal belongings and any deductibles covered, you need to invest in a condominium owner's insurance policy, which is available from most carriers. These policies generally cost only a few dollars each month and are well worth it! Be sure to ask about water or sewer backup coverage. Sewer backups are not unheard of, and most standard policies will not cover the damage to your unit without a sewer backup rider.

If you have any questions regarding what type of coverage you need, please contact your insurance agent. The association's agent is also very familiar with the type of coverage condominium owners need and can help you avoid double coverage or gaps in coverage between your personal insurance and the association's master policy. Please find the Association's insurance agent's contact information in the column to the right.



## BOARD OF DIRECTORS:

**President:** Daniel Sparling  
**Treasurer:** Winston McColl  
**Vice-President/Secretary:** Vacant

## NEXT BOARD MEETING:

**Monday, May 8, 2017**  
5:30 P.M. @ The Avendale Clubhouse  
1 Daisy Street  
Ladera Ranch, CA 92694

*The final agenda will be posted on the corner of Sklar & Avendale, 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:

**Penny Runyan**  
Phone: 949-838-3265  
prunyan@keystonepacific.com  
**Emergency After Hours: 949-833-2600**  
Fax: 949-833-0919

### COMMON AREA ISSUES

**Kevin Tan**  
Phone: 949-838-3264  
ktan@keystonepacific.com

### BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

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

### INSURANCE BROKER:

Greg Lerum Insurance  
302 N. El Camino Real #118  
San Clemente, CA 92672  
Phone: 949-492-7331

### LARMAC MASTER INFO:

FirstService Residential  
Sue White  
Phone: 949-218-0900  
sue.white@fsresidential.com

# MARCH

## MARCH 2017 REMINDERS

- 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.
- Trash Pick-Up - Thursdays (West Side) & Fridays (East Side)  
Please remove trash cans from the common area after this day.
- May 8, 2017 - Annual Meeting & Election @ 5:30 P.M.  
Location: The Avendale Clubhouse  
1 Daisy Street, Ladera Ranch, CA 92694

**VOTE**



### SIGN UP FOR COMMUNITY E-NEWS

Sign up to receive news and updates pertaining to our community association via email.

To sign up, please register from the "Account Notifications" page once you have logged into the KPPM Connection at [www.kppmconnection.com](http://www.kppmconnection.com).

### SIGN UP FOR THE ACH PROGRAM

Save time and money and never miss a payment again! Sign up to have your assessment payments automatically debited from your checking or savings account.

Please call Customer Care at 949-833-2600 or send an e-mail to [customercare@keystonepacific.com](mailto:customercare@keystonepacific.com) to request an ACH application.

### UPCOMING ELECTION!

#### Watch for your ballot!

The Annual Meeting & Election of the Board of Directors is coming up May 8th. Ballots will be mailed to each homeowner at the end of March.

In the past, Greenbriar has had a very difficult time meeting the quorum requirement for the annual election, which is 50% of the membership or 65 units.

Every time a notice of adjourned election is mailed, it costs the Association almost \$100.00! Surely we can all agree that money would be better spent enhancing the community.

Please do your part by voting promptly and encouraging your neighbors to vote too! Remember to sign the front of the manila envelope before returning it via mail. The return postage is even pre-paid for your convenience. Thank you!

### PLUMBING LEAK RESPONSIBILITY

Each homeowner is responsible for maintenance of all their own plumbing lines. To be prepared, make sure that all the adults in your household know where the water shut off valve is located.

If you notice a leak, turn your water off right away and contact a professional plumber. Addressing the issue immediately will reduce the cost of repair.

### NEW COMMUNITY WEBSITE

The Greenbriar Neighborhood Corporation proudly presents:

**[www.greenbriarhoa.org](http://www.greenbriarhoa.org)**

We invite you to visit the Greenbriar community website to:

- Get the latest community news & updates
- Retrieve forms, Rules & Regulations, CC&Rs
- Submit maintenance requests
- Obtain minutes, newsletters, management contact information
- Access your billing account online
- And much more!



If you have any maintenance questions or concerns, please contact your Community Association Manager, Penny Runyan, at 949-838-3265 or [prunyan@keystonepacific.com](mailto:prunyan@keystonepacific.com). Kevin Tan is the Associate Manager and can answer many questions and concerns. He may be contacted at 949-838-3264 or [ktan@keystonepacific.com](mailto:ktan@keystonepacific.com).

For any monthly assessment questions or billing concerns, please contact the Accounts Receivable representative for Greenbriar, Alex Gutierrez, at 949-430-5842 or [agutierrez@keystonepacific.com](mailto:agutierrez@keystonepacific.com).