

October 2017

GREENBRIAR

www.greenbriarhoa.org

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

COMMUNITY REMINDER

If you have maintenance questions or concerns, please contact Kevin Tan who is the Associate Manager, and he will assist with community related issues. He may be contacted at 949-838-3264 or by email at ktan@keystonepacific.com Susan Larson, is serving as your Community Manager. Susan can be reached at slarson@keystonepacific.com or by phone at 949-430-5848. For monthly assessment questions or billing concerns, please contact the Accounts Receivable representative for Greenbriar, Alex Gutierrez, at 949-430-5842 or by email at agutierrez@keystonepacific.com.



YOUR BOARD AT WORK –

Lighting – This year the Greenbriar Board of Directors converted the Association lighting to LED. This project was completed in May. As a result, the Association will realize a savings in utility, and lighting maintenance expenses.

Tree Trimming – Before the end of the year, trees will be trimmed throughout the community, and trees that are not doing well, or that are dead, will be removed.

Landscape Renovations – The Board of Directors is working with a landscape design consultant to remove, and update, plant material; and to address areas that are in need of landscaping or are bare.

Termite Inspections – The Board of Directors is reviewing companies to perform Annual Termite Inspections for the community. More information will be provided, in future.



BOARD OF DIRECTORS:

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

NEXT BOARD MEETING:

Monday, November 13, 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:
Susan Larson, PCAM®
Phone: 949-430-5848
slarson@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:

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

October 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.
- Keystone Pacific Closed in Observance of Columbus Day – Monday, October 9th
- **Trash Pick-Up - Thursdays (West Side)
& Fridays (East Side)**
Please remove trash cans from the common area after this day.
- **November 13, 2017 - Board of Directors Meeting-5:30 PM**
Location: The Avendale Clubhouse
1 Daisy Street
Ladera Ranch, CA 92694

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 mitigate damages, and reduce the cost of repair.

Building Insurance Deductible Increase

The Association raised the building insurance deductible on March 1st, from \$10,000.00 to \$50,000.00 per occurrence. Each homeowner is responsible for securing a policy that covers your personal property, personal liability, and that portion of the building for which you may be responsible (per the association's CC&R's). Please note that a unit owner may be responsible for the \$50,000 association policy deductible with regard to a covered claim for damage to the interior of their unit.

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 x 1

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!



COMMUNITY WEBSITE

The Greenbriar Neighborhood Corporation website is available at:

www.greenbriarhoa.org