

NOVEMBER 2008

Canyon View Maintenance Association

www.canyonview.net

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

Autumn Items Check List

Autumn is here and with the heat of the Summer ebbing away it is important to remember to take a moment to check you home for the upcoming season.

- 1) Fall is a great time to check out your Air Conditioning/heating unit. Take some time to check the air filter on your system. A clean and well maintained system will help keep your energy bills low and extend the life of your heating and cooling system.
- 2) Trim those trees. Fall is a great time to look at trimming back some of the trees in your yard. This is a vital part of keeping your trees healthy and reducing damage during high wind situations which are right around the corner. If possible trees should be kept below the roofline of your home.
- 3) Take a peek in the Attic. Wet weather is just around the corner, is your roof or insulation in need of repair? Don't get caught out in the cold. Check it now and save time, money, and heartache later.
- 4) Review your watering scheduled for your front and back yard. The hot summer days are coming to an end, be water wise and check your timers.
- 5) Clean out those rain gutters. With this years dry Spring and Summer Season it's a good idea to check your rain gutters and have them cleared of debris before the rainy season.

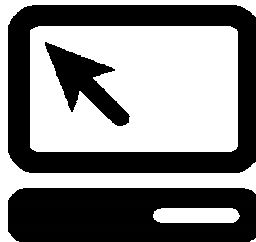
Thanksgiving

VISIT www.canyonview.net!

Log onto the community website to:

- Get the latest community news & updates
- Obtain minutes, newsletters & policies

If there is an item that you would like to see posted on The web site, please send the information to Management.. The Board of Directors and web master Reserve the right to approve or disapprove a posting.



BOARD OF DIRECTORS:

President: Mark Locklear
Vice-President: John Rix
Secretary: Bonnie Brodie
Treasurer: Ted Dickerson
Member-at-Large: Vacant

The final agenda will be posted at [insert location] 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 949-838-3225.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Manager Sheryl Uggen
Phone: 949-838-3225
Emergency After Hours: 949-833-2600
Fax: 949-833-0919
E-mail: suggen@keystonepacific.com

COMMON AREA ISSUES:

Associate Greg Oymaian
Phone: 949-838-3255
E-mail: goymaian@keystonepacific.com

BILLING QUESTIONS/ADDRESS CHANGES/WEBSITE LOGIN:

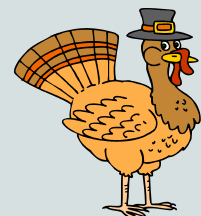
Phone: 949-833-2600
accounting@keystonepacific.com

ARCHITECTURAL DESK:

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

PEDESTRIAN KEYS: \$10.00
CONTACT GREG WITH KEYSTONE

POOL KEYS: \$50.00, PAYABLE TO NORTHWOOD POINTE ASSOCIATION – CONTACT LANI KANE-SHIRO WITH KEYSTONE AT 949 838-3230 OR LKANE-SHIRO@KEYSTONEPACIFIC.COM



NOVEMBER 2008 REMINDERS

- **Thursday, Nov. 27 & Friday, Nov. 28 - Thanksgiving Holiday
Keystone Pacific Offices Closed**
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: 1st Thursday of the month**
- **Trash Pick-Up Day: Mondays**
Please remove trash cans from the common areas after this day.
- **Next Board Meeting – Date To be Determined**
Contact management for date and location



TWO CONVENIENT ASSESSMENT PAYMENT OPTIONS

1) 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 accounting @keystonepacific for an ACH application.

OR

2) PAY ONLINE AT WWW.KEYSTONEPACIFIC.COM:

Payments can also be made online. All payments require a bank routing number in addition to a checking, savings or money market account number. Credit card payments are not accepted through this online service. If you have questions regarding your account number and password, please contact customer service at 949- 833-2600.

HOLIDAY DECORATIONS

Christmas Decorations are permitted from Thanksgiving until January 15th. Christmas lights are permitted as long as they are UL approved outdoor lights.

Decorations for other holidays are permitted thirty (30) days before and fourteen (14) days after the holiday.

Decorative and American flags are permitted year round. Please remember to fly the American flag appropriately and replace when it becomes torn or tattered.



GOING AWAY FOR THANKSGIVING

- Ask a trusted neighbor to pick up your paper and mail during the days you will be gone. Ask them also to remove any flyers that may be left at your door.
- Check all appliances to make sure they are turned off properly.
- Put lights on timers (variable timers are ideal).
- Leave an itinerary, including phone number where you can be reached with a trusted friend or neighbor, just in case.
- Make sure all doors and windows are locked shut.
- Make appropriate arrangements for your pets.

Have a safe and wonderful trip!

DAYLIGHT SAVING TIME

November 2nd is the day to FALL BACK-

Please turn your clocks back one hour.

This is also the perfect time to change the batteries in your smoke detectors. A quality alkaline battery should be installed and replaced every six months or so.

Rechargeable batteries should never be used in smoke detectors.

