

June 2016

ONE

FORD

ROAD

www.myofr.com

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

## OFR AQUATICS FLYING FISH SWIM TEAM

### Summer Swim Team

Monday – Thursday

June 27th – August 11th

\$420.00

6 yrs & Under: 3:00 PM -3:45 PM/7-8 yrs old: 4:00 PM -4:45PM/9 yrs & over: 5:00 PM-5:45 PM.

Please contact Aquatics Director, Wes Edwards, at [NegativeSplitz@aol.com](mailto:NegativeSplitz@aol.com) for additional information.

## UPCOMING PROJECTS

- ◆ Your Board of Directors approved the installation of an AppleTV in the Clubhouse. This entertainment enhancement will be available for use for all residents who utilize the clubhouse facility for events.
- ◆ The Board of Directors are currently replacing the birdhouses at the tot lot area with custom-made houses which will be replica of the One Ford Road model designs.
- ◆ The Association's website will be enhanced and professionally managed by Keystone Pacific Property Management, Inc. An expected launch date is scheduled for July 30, 2016.
- ◆ The painting of the Bison & Ford pool restrooms are being discussed.
- ◆ The enhancement of the Bison pool showers are being discussed.
- ◆ The flood flights at the Frog Pond will be replaced with energy-efficient LED 9 watt lights.
- ◆ Repairs to the wood trellis and facility siding are being discussed.

## SAFETY & SECURITY UPDATES

With Summer upon us, please make sure you are locking your vehicles and storing all valuables inside your home. Do not leave personal belongings or valuables in your vehicle. If you notice any suspicious activity, please contact the guard houses as well as the Newport Beach Police Department at (949) 644-3681.

### BOARD OF DIRECTORS:

**President:** Dean Morrow

**Vice-President:** Christine Daily

**Treasurer:** Mike Lanni

**Secretary:** Viggo Boserup

**Member-at-Large/Assistant Treasurer:** Max Ko

### NEXT BOARD MEETING:

**Wednesday, April 20, 2016**

5:00 PM @ Community Clubhouse  
49 Old Course Dr.  
Newport Beach, CA 92660

*The final agenda will be posted at the bulletin boards located at the fitness center, clubhouse and both community pools as well as the Association's website at [www.myofr.com](http://www.myofr.com). You may also obtain a copy of the agenda by contacting management at 949-838-3235.*

### IMPORTANT NUMBERS:

#### ASSOCIATION MANAGER:

**Renee Barger, CMCA, AMS**

Phone: 949-838-3235

**Emergency After Hours: 949-833-2600**

Fax: 949-833-0919

[rbarger@keystonepacific.com](mailto:rbarger@keystonepacific.com)

#### COMMON AREA ISSUES:

**David Washington**

Phone: 949-838-3293

[dWASHINGTON@keystonepacific.com](mailto:dWASHINGTON@keystonepacific.com)

#### BILLING QUESTIONS/ ADDRESS

#### CHANGES/ WEBSITE LOGIN:

Phone: 949-833-2600

[customer-care@keystonepacific.com](mailto:customer-care@keystonepacific.com)

#### ARCHITECTURAL DESK:

Phone: 949-838-3239

[architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)

#### KEY FOBS/TRANSPONDERS:

Please visit the community clubhouse on Thursdays from 4-7pm. David Washington will be able to assist you. Please note, cash payments are no longer accepted; checks only.

#### GUARD HOUSES:

Ford Gate: (949) 717-5179

2 Southern Hills Dr.

Bison Gate: (949) 720-4930

1 Country Club Dr.

## June 2016 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.
- ◆ Street Sweeping Day - 1st & 3rd Wednesdays
  - ◆ \*Please remove your vehicles from the streets on these days.
- ◆ Trash Pick-Up Day - Fridays
  - ◆ \*Please remove trash cans from the common areas after this day.

### COMMITTEE UPDATES

#### **Architectural Committee: Pia Morrow, Chair**

Plan reviews continue as needed. Volunteers Needed.

#### **Landscape Committee: Julie Blumberg, Chair**

Monthly landscape walks continue.

#### **Facilities/Janitorial/Maintenance Committee: Phil Talleur, Chair**

Facility enhancements continue.

#### **Safety & Security Committee: Leslie Baker and Lauri Preedge, Co-Chairs**

Discussions with local police department and Securitas continue.

#### **Fitness Center Committee: Ross Sarracino, Chair**

Regular maintenance continues. Please don't forget to place your suggestions in the Suggestion Box located in the fitness center.

#### **Adult Social Committee: Melinda Mason and Susan Spruth, Co-Chairs**

Planning of upcoming adult social events.

#### **Pool Committee: Richard Hamm and Rob Boyer, Co-Chairs**

Maintenance continues as needed.

#### **Family Social Committee: Movie on the Lawn. Date TBA.**

#### **CERT Committee: Rob Bailey, Chair**

Volunteers needed. Meetings 1st Tues. at 6pm at clubhouse.

### MEXICAN TRAIN GAME NIGHT

**Tuesday, July 12th at 7pm**

Please bring a beverage of choice & \$5.00.

Mexican Train Game Night is held on the second Tuesday of each month at the Clubhouse.

### One Ford Road Book Club

**Monday, July 11th at 7:00 PM**

Being Mortal

By Atul Gawande

The Book Club meets on the first Monday of each month at the Clubhouse.

\*Please note, this month the date has changed to the 2nd Monday due to the Holiday.\*

### CLUBHOUSE RENTAL INFORMATION

To reserve the Clubhouse or Fireplace Lawn, please submit the Reservation Request along with a Deposit in order to secure your reservation. If the Deposit is not received, the event is not confirmed and subject to cancellation should another member request the common area.

#### *Deposits:*

\$500.00 (25 or less guests)

\$1,000.00 (26+ guests)

#### *Clean Up Fee:*

\$55.00 (25 or less guests)

\$80.00 (26+ guests)

Guest lists are required to be provided to the gate and entered in DwellingLive 24 hours in advance of your event. 40+ guests requires an extra guard service fee of \$103.00. Please contact David Washington for reservations at (949) 838-3293 or [dWASHINGTON@keystonepacific.com](mailto:dWASHINGTON@keystonepacific.com)

### ARCHITECTURAL APPROVAL PROCESS

If you would like to make any architectural changes to the exterior of your home, you will need to submit an architectural application to the Association's Architectural Committee for review and approval PRIOR to commencing with any improvements to your home. Should you be changing greater than 25% of your landscape, an application is required. Applications must be reviewed by the neighboring homeowners as part of the Neighbor Awareness component of the application. Signatures must be gained from homeowners; not tenants. If you need a copy of the architectural application or Architectural Guidelines, you may visit the Association's website at [www.myofr.com](http://www.myofr.com). Please remember to submit the corresponding *review fee & deposit* along with your architectural application as outlined in the Association's Architectural Guidelines. All applications need to be submitted to Keystone Pacific Property Management's architectural department at [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com).

Also, many of you now have landscape plants and trees that have been in place for many years, and as a result have significantly overgrown and become unsightly. Please do your best to keep all plant material growth in reasonably sized proportion to your homes and yards. If you plan to place a dumpster in front of your home longer than four consecutive days, please contact Management for authorization.

Lastly, please remind your construction crews to clean up the site following the work day and to be mindful of the construction hours.

### **COURTESY NOTICES**

We value homeowner relationships and are writing to inform our Membership that the Association has recently received a spike in the number and type of CC&R and Rules & Regulations-related concerns reported. We wish to make Members aware of this to gain awareness and cooperation, but also to let you know that affected homeowners will receive notifications according to our policies. The complete Bylaws, CC&Rs, and Rules & Regulations may be obtained on our website at [www.myofr.com](http://www.myofr.com). Please contact Management with any concerns at any time.

### **DRIVING**

Many homeowners have reported members and visitors driving at speeds in excess of the community speed limit of 15 mph. Also of concern is the failure to stop at stop signs. Please be aware that you are responsible for the conduct and driving of your visitors. Children may not ride motorized vehicles/skateboards through the community. Many have been spotted doing so, which is unsafe and often these children are not wearing helmets. For the safety and security of everyone, please address this issue with your family.

### **PETS**

Please be a responsible pet owner. Each dwelling is limited to two domesticated animals. Dogs should be on leash and pet waste picked up immediately. The Association provides pet waste bags as a convenience, not as the exclusive supply for pet owners. Please purchase your own supply and use that of the Association on an as needed basis. Failure to clean up pet waste affects our community as a whole. It is unsightly and unsanitary. In connection with a recent Community event, the Association paid a service to remove pet waste prior so that participants would not be affected.

### **GATE ACCESS**

All residents must provide license plate data in connection with their gate access device/transponder. You may update your records at the Clubhouse during office hours, Thursdays from 4 to 7 PM or provide your information to the Gate Attendant. Failure to update this information within the next 60 days can cause the transponder to be suspended temporarily until such information is supplied. Gate access will not be denied, but the driver will need to check in with the gate attendant.

All visitors and residents without transponders are required to check in with the gate attendant. Please yield to through traffic in the Resident lane.

Please direct commercial traffic/service providers to use the Bison Gate as it is our service entrance. DwellingLive offers a website and app for your smart phone so that you may control your visitor access.

### **PARKING**

Cars should be parked in the homeowner's garage or driveway. Please do not park in alleyways or cul-de-sac fire lanes. For street parking, please park within 6 inches of the curb facing the direction of travel. Vehicles may not be parked on our streets longer than 24 hours or in a way that block sidewalks.

### **FIREWORKS**

Fireworks are prohibited in the city of Newport Beach. Residents are encouraged to report violators to the NBPD. **24 hour Crime Tip Hotline: 800-550-NBPD or 800-550-6273.** If you have information regarding a crime and would like to report the information anonymously to the police, you can leave a voice mail message and it will be forwarded to our Detectives. If there is an emergency, you should hang up and call 9-1-1. Or if you would like to speak with a Police Department employee, call (949) 644-3681.

### **PERSONAL TRAINERS/COACHES/ INSTRUCTORS**

Prior to any Resident using a common area facility for sessions with personal trainers, coaches and/or instructors, it is required that the vendor complete an application and provide proof of insurance to Management. This is for the protection of our Association. Non-residents may not participate in such sessions in community common areas. Guests are permitted if accompanied by a Resident up to 4 times per month.

### **COMMUNICATION FORUMS**

The Association utilizes the following communication forums to provide our membership with community updates:

\*Website - [www.myofr.com](http://www.myofr.com)— Please visit the website and create an account to access Association documents and updates.

\*Email Blasts— If you would like to receive community email blasts, please create an account through the Association's website.

\* Community bulletin boards located at the fitness center, clubhouse and both pool areas.

Please note, NextDoor is a Community forum which is not managed by the Association or Keystone Pacific. If you have concerns, please contact Management directly.

### SECTION 3 FITNESS CENTER

- 3.1 Hours of operation are 5 A.M. to 11 P.M.
- 3.2 Users under the age of 18 should be accompanied by an adult. Due to safety reasons, children under the age of 14 should not use the Fitness Center.
- 3.3 Guests may make use of the Fitness Center **only** when accompanied by a resident no more than (4) times per month. Members are responsible for the conduct of their guests.
- 3.4 Please do not loan key fobs to guests. Only a homeowner is to have possession of a key fob.
- 3.5 Paper cups, plastic water bottles and all other trash is to be disposed of in the trash receptacles.
- 3.6 Users shall wipe down equipment after use. Towels are to be placed in towel receptacles after use.
- 3.7 Newspapers and Magazines are to be stored in the proper receptacles or thrown away after use.
- 3.8 Free weights and medicine balls are to be returned to the racks provided after use. Mats are to be returned to the area underneath the weight racks after use.
- 3.9 Residents are encouraged to consult with their personal physician prior to beginning any exercise program. Association is not liable for any injury caused from use of fitness equipment.
- 3.10 Please leave the Television volume as set. Using pens or other plastic objects to change the channels on the Televisions may damage the buttons.
- 3.11 Food is not allowed in the Fitness Center. Plastic bottled beverages are permitted. All trash is to be properly disposed.
- 3.12 The fitness equipment may only be used for its intended purpose. Inappropriate conduct in the Fitness Center or improper use of the Fitness Center and the equipment therein may result in immediate removal from the Fitness Center. "Horseplay" is prohibited.
- 3.13 If an Owner elects to rent or lease his/her Dwelling Unit and gives right of access to the Fitness Center to Lessee, the Owner relinquishes his/her access rights.
- 3.14 The door must remain closed at all times. DO NOT obstruct the door with chairs or towels. Access to the Fitness Center is only for those in possession of a key fob and their guest or Personal Trainer.
- 3.15 Please see section 3.1.1 for Personal Trainer Policies

#### SECTION 3.1 FITNESS CENTER-Personal Trainer Policies

- 3.1.1 Personal Trainers are permitted in the Fitness Center only when training a resident.
- 3.1.2 The Homeowner employing a Trainer is responsible for the conduct of the Trainer.
- 3.1.3 Trainers must wear their current OFR Trainer badges at all times while in the Fitness Center. If a badge is lost or stolen it is the Trainer or Homeowner's responsibility to report the missing badge to the Facilities Manager/Activities Director.
- 3.1.4 Trainers must maintain and furnish to the Facilities Manager/Activities Director a current certificate of General Liability Insurance in the amount of \$1M.
- 3.1.5 Trainers are to register a list of clients in OFR with the Facilities Manager/Activities Director each month on or around the first of the month.
- 3.1.6 It is the responsibility of the Trainer to notify the Facilities Manager/Activities Director of any changes in contact information or insurance certification.
- 3.1.7 Trainers are to replace ALL equipment (i.e. free weights, medicine balls, mats) used during their training sessions to its designated place.
- 3.1.8 Trainers are to dispose of used towels in the towel receptacles.
- 3.1.9 Trainers are to dispose of all trash (i.e. paper cups, plastic water bottles, etc.) in the trash receptacles.
- 3.1.10 Trainers are not permitted to conduct their own personal work outs in the OFR Fitness Center.
- 3.1.11 Trainers are not permitted to place or post any marketing materials (i.e. business cards, signs, etc.) in the OFR Fitness Center.
- 3.1.12 Trainers are not permitted to give access to anyone without a key fob in their possession or obstruct the door with chairs, towels, etc.
- 3.1.13 Trainers are not permitted to implement any exercises which require the client to throw a medicine ball against a wall or bounce a medicine ball on the carpet of the Fitness Center.
- 3.1.14 Trainers are expected to ensure that the fitness equipment is being used for its intended purpose only.
- 3.1.15 Trainers are not permitted to train any client who is not a resident of OFR inside the OFR Fitness Center.
- 3.1.16 Failure to comply with any of these rules and regulations will result in disciplinary action and possible removal of the trainer from the OFR Fitness Center.
- 3.1.17 Please see section 3.2.1 for Personal Trainer Disciplinary Action Policy.