

January 2017



O N E F O R D R O A D

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

## **UPCOMING 2017 ANNUAL MEETING & ELECTION OF THE BOARD OF DIRECTORS**

The Annual Meeting and Election of the Board of Directors will be held on January 18, 2017. There are two (2) seats up for election. We ask that you please complete the ballot, and return it immediately to ensure quorum for the election. Ballots can be received up until the date of the meeting, but complete and submit yours early to be sure it is received in plenty of time! You may also hand deliver your ballots to the Annual Election held at the Community Clubhouse; however, please note the polls will close promptly at 6:30 PM. If you have misplaced your ballot, please contact Renee Barger at [rbarger@keystonepacific.com](mailto:rbarger@keystonepacific.com) or (949) 838-3235 to obtain a replacement ballot.



## **ONE FORD ROAD HOLIDAY GREETINGS!**

Congratulations to the Winners of the OFR Holiday Lights Contests. Prizes were joyously distributed December 23rd with Carolers from Our Lady Queen of Angels Catholic School. The Hanukkah lights prize was awarded December 24. We appreciate all the participants, those that decorated to compete as well as those who took the time to vote. The pride in ownership in One Ford Road is evident by the way everyone cares about our neighborhood.

Also many thanks to the Landscape Committee for preparing and maintaining our community holiday lights and displays, to the Altermann family for coordinating the lighting of the Menorah, and to the Naughton and Frank families for coordination of the children carolers.

OFR's Candy Cane Lane - Crooked Stick Drive  
Over the Top Lights & Displays - Allison Family, 12 Singletree  
Hanukkah Home - Goldberg Family, 14 Spanish Bay  
Children's Choice - Pam Plotkin, 21 Crooked Stick  
Best Traditional - Brewster Family, 121 Old Course

# January 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 - 1st & 3rd Wednesdays
- Trash Pick-Up Day - Fridays  
Please remove trash cans from the common areas after this day.
- Wednesday, January 18th - Board Meeting @ 5PM  
Location: Community Clubhouse

## 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](http://www.homewisedocs.com)

Help Desk: 866.925.5004 x 1

e-mail: [info@homewisedocs.com](mailto:info@homewisedocs.com)

Log on to [www.homewisedocs.com](http://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 and much more!

### 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, January 18, 2017**

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:

**Larissa Rounsaville**

Phone: 949-838-3293

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

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

Phone: 949-833-2600

[customercare@keystonepacific.com](mailto:customercare@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. The onsite Associate 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.

# January 2017 REMINDERS

## COMMITTEE UPDATES

### **Architectural Committee:**

Plan reviews continue as needed.

### **Landscape Committee:**

Monthly landscape walks continue.

### **Facilities/Janitorial/Maintenance Committee:**

Facility enhancements continue.

### **Safety, Security & CERT Committee:**

Discussions with local police department and Securitas continue.

### **Fitness Center Committee:**

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

### **Adult Social Committee:**

The next Adult Social TBD. Stay tuned for Details!

### **Pool Committee:**

Maintenance continues as needed.

**Family Social Committee:** The next Family Social TBD. Stay Tuned for Details!

## CLUBHOUSE RESERVATION 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 Larissa Rounsaville for reservations at (949) 838-3293 or [lrousaville@keystonepacific.com](mailto:lrousaville@keystonepacific.com)

## One Ford Road Book Club

**Monday, February 6 at 6:30 PM  
at the Clubhouse!**

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



## ARCHITECTURAL APPROVAL PROCESS

If you would like to make any yard or 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. 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 or port-o-potty 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.

## MEXICAN TRAIN GAME NIGHT

**Tuesday, February 14th 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.

## DOGS OFF LEASH

When walking your dog in the community, remember that it should be leashed at all times. It is dangerous to let your dog roam freely and would be very upsetting, to all parties involved, if your dog was struck by a car. In addition, when dogs are not being supervised or on a leash they may be leaving unwanted "gifts" on your neighbor's lawn. We are kindly requesting that everyone be responsible pet owners and we thank you, in advance, for your cooperation!

# January 2017 REMINDERS

## COMMUNITY TRASH CANS

As a reminder, please refrain from throwing your personal trash from your home into the community trash cans located in the common areas. These trash cans are for the use of private events, Association-related events, and common area trash and should not be used for personal, household trash.

## AFTER-HOURS EMERGENCIES

In the event that you notice an HOA maintenance emergency, outside of Keystone Pacific Property Management's regular business hours, please call (949) 833-2600, which will direct you to follow prompts to be connected, with a live person, with their contracted emergency service.

The emergency service will request the following information from you:

1. The name of your Association: One Ford Road
2. Your property address and phone number
3. The nature of the emergency service needed in order to dispatch the correct vendor to assist with the resolution
4. The address or cross streets of the emergency, if different from your property address

The emergency service will relay all of this information, via text, to the Keystone Pacific Property Management, LLC "On-Call" manager. In the event that more information is needed, the "On-Call" manager will contact you; otherwise, the appropriate vendor will be dispatched to address the emergency immediately. Please keep in mind that the "On-Call" manager may not be familiar with your property, so please be willing to provide as much detail as possible.

Additionally, after hours emergencies are considered property damaging maintenance items, gates stuck in the closed position or water continuously running.

## VEHICLE VIOLATIONS

Please report to the gate attendant complaints regarding motor vehicles in the community:

- ◆ Obey 15 MPH Speed Limit
- ◆ Stop for Stop signs
- ◆ No parking in fire lanes or cul-de-sacs
- ◆ Do not block sidewalks
- ◆ All guests must check in with the gate attendant
- ◆ Please wear helmets for safety purposes while riding bikes, scooters, and other motor toys in the community.
- ◆ Please call guest/services into the Gate Attendants or use DwellingLive in advance in order to help streamline traffic through our gates and ease congestion.
- ◆ Cars should be parked in the homeowner's garage or driveway.
- ◆ 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.

Violations will be issued according to the Association's Rules & Regulations.

## CONSTRUCTION TRAFFIC

According to the Association's Architectural Guidelines, Construction is only permitted between the following hours:

Monday—Friday (7-5pm)

Saturdays—(8-4pm)

Sundays—*No Work Permitted*

Federal Holidays—*No Work Permitted*

\*Please note, this applies only to construction and landscape service providers; all other vendors/service providers will be allowed access to the community .