

December 2021

COTO DE CAZA TERRACE

www.CotoTerraces.com



HAPPY HOLIDAYS FROM THE BOARD OF DIRECTORS AND MANAGEMENT

We would like to wish everyone within Coto De Caza Terrace HOA a safe and happy holiday season. Management would like to thank you for allowing us to be part of your community. It is our pleasure in working with you and getting to know many of the residents. While 2021 is coming to an end, we can't wait to continue serving the community in 2022 and beyond.

HOLIDAY DECORATIONS

For displaying outdoor winter holiday decorations, the acceptable time is from the day after Thanksgiving until January 15. Homeowner holiday decorations may not be placed in the common area or on Association property.

Safety tips:

- ◆ Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections. Discard damaged sets or repair them before using.
- ◆ Turn off all lights on trees and other decorations when you go to bed or leave the house. Lights could short and start a fire.
- ◆ Advise your immediate neighbors if you will host a party, the hours, and what they can expect.
- ◆ Refrain from leaving litter in the common area or street.

WELCOME JACOB BRYANT AS YOUR NEW COMMUNITY MANAGER!

We would like to formally introduce Jacob Bryant as the new community manager for Coto De Caza Terraces. Jacob looks forward to working with the Board of Directors and residents of the community. Jacob is the perfect fit for the community due to his desire to exceed client expectations. Please join us in welcoming Jacob aboard!

BOARD OF DIRECTORS:

President: Joe Kaufman
Vice-President: Joe Boyd
Treasurer: Rod Blair
Secretary: Nancy Cannon
Member-at-Large: Chat Leonard

NEXT BOARD MEETING:

TBD

The final agenda will be posted at the pool. You may also obtain a copy of the agenda by contacting Management at (949) 431-2098.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Jacob Bryant

Phone: (949) 431-2098

Emergency After Hours: (949) 833.2600

jbryant@keystonepacific.com

COMMON AREA ISSUES:

Bettie Blauser

Phone: (949) 377-1518

bblauser@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833.2600

customer-care@keystonepacific.com

ARCHITECTURAL DESK:

Phone: (949) 838.3239

architectural@keystonepacific.com

INSURANCE BROKER:

LaBarre/Oksnee Insurance

30 Enterprise Suite 180

Aliso Viejo, CA 92656

Phone (949) 588-0711

POOL KEY FOBS:

\$50.00 - Contact Bettie Blauser at

(949) 377-1518

SUB/MASTER INFO:

CZ Master Association

Powerstone Property Management

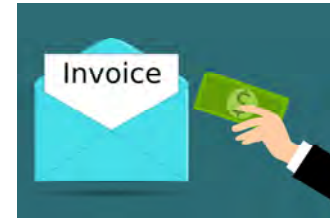
Lisa Leday

aleday@powerstonepm.com

December 2021 REMINDERS

- Keystone is Closed in Observance of the Following Days
 - * Christmas Eve - Friday, December 24th
 - * Christmas Day *Observed* - Monday, December 27th
 - * New Year's Eve - Friday, December 31st
 - * New Year's Day *Observed* - Monday, January 3rd
- Street Sweeping Days—2nd & 4th Fridays
- Trash Pick-Up Day—Mondays
Please remove trash cans from the common areas on this day.
- Board Meeting—TBD

Need to make a payment?



Coto De Caza Terrace HOA
c/o Keystone Pacific
Property
Management, LLC
PO BOX 513380
Los Angeles, CA 90051-3380

DOGS ON LEASHES

Per the Orange County Animal Law, dog leashes cannot exceed six (6) feet in length. Refrain from purchasing retractable leashes and allowing your pet to roam more than 6 feet from you. Being a responsible pack leader will result in a well behaved dog.

Additionally, pick up and dispose of your dog's excrement in your own trash receptacle immediately, and refrain from allowing your dog on neighbors' lawns. It is very costly for the HOA to re-seed, or replace the turf in the front yards, so please refrain from allowing your dog to relieve themselves on the HOA maintained landscape areas.

COMMUNITY UPDATES

- ◆ In preparation for fire season and to properly maintain our community trees, Villa Park Landscape has recently completed our cool season tree trimming. This is a good time of year to trim your property trees, and ensure they are trimmed away from the roofline to avoid rodents from entering your property. Additionally, it is recommended to clean your rain gutters so all debris is removed and the rain gutters are cleared prior to rainy season.
- ◆ Solar lighting has been installed on the street signs to illuminate our entrances and to allow more visibility when navigating our community.
- ◆ The HOA has installed a "library" located in *Terraces Park* in between 28 and 32 Via Candelaria. Please take a stroll to *Terraces Park*, and feel free to share a book with the community!
- ◆ A new gas line has been installed in the pool area, and a new BBQ is being installed just in time for the Holidays! Please enjoy this new amenity with your family, friends and neighbors!
- ◆ Our pool deck has just received a fresh coat of deck seal. This will preserve the integrity of the deck for many years, and will also prolong the life of the pool deck.



**Coto De Caza Terraces Homeowners Association
Owner Notice Disclosure (Civil Code section 4041)**

California law requires Owners in a community association to provide the following information to the association on an annual basis. **If the below contact information has changed**, please complete and return this form to Keystone Pacific Property Management, LLC at the address shown below or email the completed form to forms@keystonepacific.com no later than January 31st.

Owners Name _____

Property Address _____

Owner Phone # _____ **Owner Email** _____

***ITEMS 1-6 NEED TO BE COMPLETED. IF NOT APPLICABLE, PLEASE INDICATE N/A**

1. Address or Addresses to which notices from the association are to be delivered:

2. Any alternate or secondary address to which notices from the association are to be delivered:

3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of your extended absence from your property:

4. Your property is (please check one): Owner occupied Rented out

If your property is rented out, please provide the following information:

Name of Tenant(s): _____

Phone Number: _____

Email Address: _____

- | | | |
|--|-----|----|
| 5. Is your property developed, but vacant (please check one)?: | Yes | No |
| 6. Is your property undeveloped land? | Yes | No |

**Please return this form to:
Coto De Caza Terraces Homeowners Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606**