

# TRABUCO HIGHLANDS COMMUNITY NEWS OCTOBER - NOVEMBER 2021



## BOARD MEETING HIGHLIGHTS

Actions taken at recent Board meetings involved investments review, minutes and financials review, landscape maintenance reports, fuel modification status review, pool deck renovation contract approval, locking mailbox specifications approval, legal matters, compliance and delinquency reviews. Thank you!

## POOL CLOSURE, OCTOBER 1st

The pool will close at the end of the current swim season on October 1, 2021, and will be closed for approximately five months, during the cooler months, for pool deck and pool area renovations. We are hopeful that no significant delays occur and the work stays on schedule. Should major schedule changes be needed, members will be notified. The work taking place at the pool include: demolition of the existing concrete pool deck and its replacement with a concrete paver deck, low planter wall repairs and resurfacing, replastering of the pool, spa and wader and replacement of all pool furniture. Thank you for your cooperation and patience as this project commences!

## LOCKING MAILBOXES

The Board of Directors has approved a locking mailbox specification for use within Trabuco Highlands! This information accompanies this newsletter. Members who coordinate mailbox replacements with their neighbors who share the same mailbox post, and use the specified style and color may do so without further Association approval. All boxes on one post must match in color and style. The use of a locking mailbox is at your own risk and subject to postal service requirements. Thank you!

## THANK YOU OCSD, NEIGHBORHOOD WATCH!

Thank you to the Orange County Sheriff's Department (OCSD)/RSM's Lt. Kennedy and officers, local resident Nicole Glazer and involved Neighborhood Watch Committee members who coordinated and attended the Community Neighborhood Watch meeting held on August 21st at the pool parking lot. Lt. Kennedy summarized actions that her department has undertaken to catch and apprehend the criminals responsible for the recent home burglaries that occurred in Trabuco Highlands. Sheriff's Department officials also provided reminders to members present to report any suspicious activity to the Sheriff immediately, and be as descriptive as possible - What, Where, When, How many suspects, suspects' descriptions etc. OCSD also reminded members to ensure your home and its surroundings are secure and when not at home, make your home appear as though you are. Leave lights on, use outside lights, use timers for your lights, don't store ladders and climbable items against your home's exterior, keep plants and trees trimmed back from the home, tell a neighbor when you will be gone for extended periods, and of course, dogs! Dogs are great crime deterrents. The OCSD is very supportive of Neighborhood Watch programs and appreciates community members' involvement in these programs. Please see the contact information below with regard to reporting anything to OCSD, joining our community's Neighborhood Watch program and signing up for your Homeowner Portal and receiving Association notifications. Thank you to all who attended this meeting and participate to help maintain a safe and secure community!

## CONTACT INFORMATION

**Orange County Sheriff:** Call 9-1-1 for any life-threatening, health and safety matters. Call Police Services at (949) 770-6011 for non-life threatening matters, general observations and reports.

**Receive Association Notifications:** Sign up for your Homeowner Portal at: <https://www.kppmconnection.com/Account/Login>. Click on "Not Registered? Sign Up Now". You will need to enter your account number from your billing statement or email CustomerCare@keystonepacific.com for your account number, establish a user name and password, and click to receive member notifications.

**Join Neighborhood Watch via WhatsApp:** Download WhatsApp on your smartphone at <https://whatsapp.com/dl/>. Then email Nicole Glazer at: [nicole@theglazerteam.com](mailto:nicole@theglazerteam.com) with your property address and the cell phone number to Opt In to your street's watch group. You may also message Nicole from the App with your name, phone # and address, or you may text Nicole from your participating phone number with your name and address. Sign up now to help keep your street safe!

## COMMUNITY REMINDERS...

**Street Parking, Basketball Hoops/Safety:** With many more homeowners working from home, there are many vehicles parked on streets throughout the community. As a reminder, please park your vehicles in your garage and on your driveway, before parking in the street. Garages must be utilized for parking over storage or other uses. Also, basketball hoops should be removed from the streets and placed on your own lot, and taken down and stored away when not used routinely. Please assist by keeping the streets free for safe driving and fewer obstructions. Thank you!

**Pet Clean Up & Leash Law Reminders:** Please obey the leash laws and keep your dog on a leash while walking throughout the community, as well as in the park area and on the sportsfield. There are continued reports of dogs off leash approaching walkers, children etc. Members are responsible for damages or issues caused by their pets, and for obeying the leash requirement. Please pick up after your pet as a courtesy to others! Thank you!

**Mission Viejo Animal Services:** The City of Rancho Santa Margarita is contracted with the Mission Viejo Animal Services to provide animal-related services. MV Animal Services provides high-quality animal care and sheltering services. The MV Animal Service Center is a pro-humane facility where animals are cared for until they can be reunited with their owner or until they can be placed in a new, permanent home! Please visit their website at [www.cmvas.org](http://www.cmvas.org) or contact via phone at (949)470-3045 for a list of all services provided. Thank you!

**Slope Drainage Run-off Disclosure:** Homeowners living adjacent to the slopes, please check your personal exterior drains to ensure proper flow is allowed. Please remember that the run-off from the slopes shall be accepted as part of the personal maintenance to your lot. Thank you!

## HOME EXTERIOR MODIFICATIONS & PAINT PALETTE APPROVAL

**Please note:** All yard changes or re-designs to drought tolerant plant material, turf removal and replacement or the like, require prior architectural approval. When removing turf front yards, please note that replacement with large rock, bark or similar materials only, is not considered an acceptable replacement material. As a reminder, all exterior modifications to your residence also require prior architectural approval. Thank you!

**Paint Palette:** The Association's paint palette contains 22 paint schemes that replace all previous schemes. Interchanging between schemes of the stucco or trim colors is acceptable. Members may view this palette by logging onto [https://www.dunnedwards.com/colors/archive/color-ark\\_pro](https://www.dunnedwards.com/colors/archive/color-ark_pro). Hover over "Professional Resources" at right of screen; drop down to select "Community & Property Managers", select "Color-Ark Pro" (1st of 9 options listed underneath), type zip code OR Trabuco Canyon, CA and select search. The list of Associations will populate underneath, find Trabuco Highlands and select the "view details" button at the far right. The approved color schemes will appear on the screen. Thank you!

**Where to send Architectural Applications:** Complete architectural applications can be emailed to [www.architectural@keystonepacific.com](mailto:www.architectural@keystonepacific.com). The application fee, and large applications that contain larger blueprints, should be mailed or dropped off at the local Keystone Rancho Santa Margarita office, at the address noted below. Thank you!

## THCA PORTAL FOR ASSOCIATION INFORMATION, AND FORMS

Please sign up for your Homeowner Portal at <https://www.kppmconnection.com/> or at <https://trabucohighlands.org/>. To sign up for the portal, you will need your account number from your billing statement, or if you need assistance to obtain your account number, contact [CustomerCare@keystonepacific.com](mailto:CustomerCare@keystonepacific.com). Once registered, please check the box to receive member notifications. You may also view and print association architectural applications, to view the latest budget and assessment information, the community policies, governing documents and other Association information. Thank you!

## MANAGEMENT REMINDERS

**Board Meetings & Annual Meeting of the Membership:** The next Board of Directors meetings will be held on October 14th and November 11th, at 6:00 P.M. Homeowner Forum is at 6:00 P.M. The November 11th meeting is also the Annual Meeting of the Association, if quorum is achieved. Please vote and mail your ballot as soon as it is received!

**Association Agenda & Notifications Posting:** At this time and until further notice, the meetings are held electronically via Zoom, with Homeowner Forum call-in information noted on the meeting agenda. To attend Homeowner Forum, please log onto [www.Zoom.us](http://www.Zoom.us) and enter the meeting credentials. The meeting agenda and important Association notices are posted on the bulletin board located in the pool parking lot. Thank you!

**Management Contacts: For Landscape, Maintenance, Architectural application and Pool Key needs, please contact:**

Jacob Bryant, at [jbryant@keystonepacific.com](mailto:jbryant@keystonepacific.com).

*\*Our long time Associate, Jacquelyn Barlow has moved into another role with Keystone, and we wish her well in her new position.*

*She leaves Trabuco Highlands administrative efforts in the capable hands of Jacob Bryant, thank you Jacquelyn and welcome to Jacob!*

**For Account and Payment needs:** Accounting Department, [CustomerCare@keystonepacific.com](mailto:CustomerCare@keystonepacific.com)

**For All Other needs:** Diane Mellring, CMCA, Community Manager, [Dmellring@keystonepacific.com](mailto:Dmellring@keystonepacific.com)

**Management Emergency Service:** Keystone provides a 24/7 emergency service FOR PROPERTY THREATENING EMERGENCIES by calling [949-833-2600](tel:949-833-2600) and following the emergency paging instructions. Thank you!

*Trabuco Highlands Community Association c/o Keystone  
30211 Avenida De Las Banderas, Suite 120, Rancho Santa Margarita, CA 92688  
(949) 833-2600 \*\*\* Fax: (949) 377-3309 \*\*\**

## Your Board of Directors

**Mike Safranski, President**      **Robert Reese, Vice President**  
**Lana Steiner, Secretary**      **Rich Krieg, Treasurer**  
**Jack Songer, Member at Large**



## **LOCKING MAILBOX SPECIFICATION**

**(approved 8.12.21)**

Dear Trabuco Highlands Members:

The Board of Directors has adopted the below specification to address the desire of members to install locking mailboxes, as a means of curbing mail theft. The Board has approved the use of locking mailboxes without further architectural approval, if the following criteria are met:

- 1) Only the ***Oasis 360*** style locking mailbox may be used.
- 2) All mailboxes on one post must match in color and style.
- 3) Only black or white boxes may be utilized, but all boxes on one post must match in color.
- 4) Installation of a locking mailbox is at an owner's own risk. The Association makes no claims that these boxes will curb or stop mail theft.
- 5) Installation of this box is subject to post office approval; the Association cannot guarantee the post office will not deny their use in the future.

If these criteria are met, and you wish to proceed, please follow the below directions:

### **HOW TO MOUNT AN OASIS 360 LOCKING MAILBOX:**

1. Determine mounting mechanism to be used. This can be a piece of 5/8 inch wood cut to fit the underside of the mailbox, or a Steel Mailbox 4x4 Adaptor (available on Amazon.com, Ebay.com, or Home Depot).
2. If a piece of wood is chosen, mark and drill holes to mount the wood piece to the post arms, and to the bottom of the mailbox, and affix with appropriate screws and bolts, which must be purchased separately. If using the Mailbox Adaptor kit, all mounting parts, including screws, washers, nuts, and bolts are included in the package. Further instructions continue:
3. Remove mounting parts from packaging, and affix post adaptors to mounting plate by utilizing pre-mounted bolts on the bottom of the plate and included washers and nuts. (see picture below)



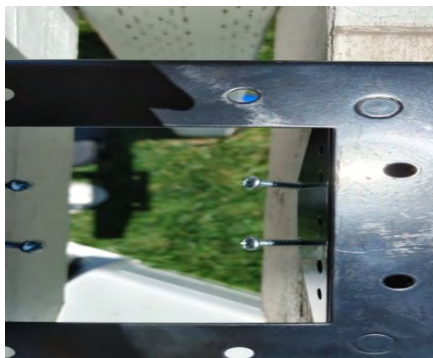
4. Place plate on post arm and mark the two holes at the bottom of each post adapter on the post arms with a pencil. (see pictures below)



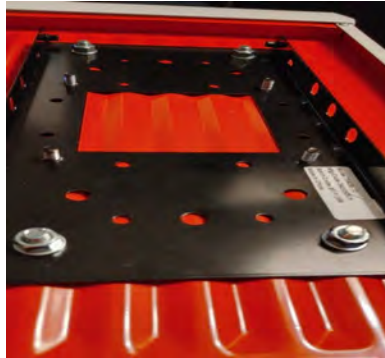
5. Drill holes into post arms as marked for the four holes. (see picture below)



6. Position four wood screws (preferably use hex nut head screws for easier tightening/access, purchased separately) in the bottom holes of the post adapters and mount plate post adapters to the post arms on the inside front and rear arms by screwing post adapters to post arms. (see pictures below)



7. Affix mailbox to mounting plate using bolts, washers, and nuts provided. This is how it would look from the bottom of the box before being mounted, with the washers and nuts on the bottom.



8. The inside of the mailbox from the rear should appear as per photo.



9. Mounting is complete if mailbox looks like this. Not all hardware included in the adapter kit is needed, so some screws will be left over.



(note: use of red flag is at one's own risk)

APPENDIX:

This applies to the Oasis 360 locking mailbox, with link below:

[https://www.amazon.com/Architectural-Mailboxes-6300B-10-Locking-Mailbox/dp/B07KY9SCS7/ref=sr\\_1\\_5?crid=3TFUUL2HCJMJY&dchild=1&keywords=locking%2Bmailboxes%2Busps%2Bapproved&qid=1622860877&s=hi&srefix=LOCKING%2B%2Bmailbox%2Ctools%2C227&sr=1-5&th=1](https://www.amazon.com/Architectural-Mailboxes-6300B-10-Locking-Mailbox/dp/B07KY9SCS7/ref=sr_1_5?crid=3TFUUL2HCJMJY&dchild=1&keywords=locking%2Bmailboxes%2Busps%2Bapproved&qid=1622860877&s=hi&srefix=LOCKING%2B%2Bmailbox%2Ctools%2C227&sr=1-5&th=1)

And to the steel mailbox 4X4 adapter kit, with link below:

[https://www.amazon.com/Architectural-Mailboxes-7540B-10-Mailbox-Adapter/dp/B0130EAWLO/ref=sr\\_1\\_1?crid=3TFS8ZTTOV4WK&dchild=1&keywords=architectural+mailboxes+adapter+plate&qid=1622861181&s=hi&srefix=mailboxes+ADAPTER%2Ctools%2C216&sr=1-1](https://www.amazon.com/Architectural-Mailboxes-7540B-10-Mailbox-Adapter/dp/B0130EAWLO/ref=sr_1_1?crid=3TFS8ZTTOV4WK&dchild=1&keywords=architectural+mailboxes+adapter+plate&qid=1622861181&s=hi&srefix=mailboxes+ADAPTER%2Ctools%2C216&sr=1-1)

THESE EXAMPLE LINKS ARE FROM AMAZON.COM. BOTH MAILBOX AND ADAPTER ARE AVAILABLE AT SEVERAL OTHER WEBSITES.