




**JULY 2009**  
[www.ShadyCanyonHOA.org](http://www.ShadyCanyonHOA.org)

**BOARD OF DIRECTORS**

President: **Mike Noggle**  
 Vice President: **Richard Liggitt**  
 Treasurer: **Mike Gray**  
 Secretary: **Rich Cadarette**  
 Member at Large: **Mike Reeves**

**YOUR**  
**KEYSTONE**  
**PACIFIC TEAM**


Shady Canyon On Site Management Office  
 75 Shady Canyon Drive  
 Irvine, CA 92603

**Community Manager:**  
 Shana Aaberg  
 (949) 679-5660  
 Fax: (949) 679-5662  
[saaberg@keystonepacific.com](mailto:saaberg@keystonepacific.com)

**Common Area**  
**Maintenance/Recreation Associate:**  
 Julie Haye  
 (949) 679-5557  
 Fax: (949) 679-5662  
[jhaye@keystonepacific.com](mailto:jhaye@keystonepacific.com)

**Architectural Coordinator:**  
 Sherry Salazar (949) 679- 5556  
 Fax: (949) 679-5662  
[ssalazar@keystonepacific.com](mailto:ssalazar@keystonepacific.com)

**Billing Questions/Address Changes:**  
 (949) 833-2600  
[accounting@keystonepacific.com](mailto:accounting@keystonepacific.com)

**Emergency After Hours: Keystone Pacific Property Management, Inc.**  
**(949) 833-2600**

**COMMUNITY RECREATION FACILITY RENTAL**



The Community Recreation Facility is located at the intersection of Shady Canyon and Sage Creek. A Member in good standing may reserve the Community Recreation Facility and BBQ area. The pool and tennis court facilities may not be reserved. The pool and spa may be used the those renting the Facility, however other homeowners and guests may not be excluded from these areas. It is recommended to reserve the facility at least a week in advance although it may be reserved as little as forty-eight (48) hours in advance. Please keep in mind that a reserved function must conclude no later than 12:00 midnight and outdoor music and loud activity must stop at 10:00 P.M. In order to rent the Community Recreation Facility, a \$300.00 fee and a \$1,000.00 deposit will be required. If you are interested in renting the facility, please contact Julie Haye at 949-679-5557.

The Facility may also be rented on a weekly or monthly basis for the purpose of holding small recurring gatherings such as card games, etc. The fee for utilizing the facility for this purpose is \$300.00, which will carry over from week to week provided that no damage or excessive messes occur as a result of your gathering. The gatherings must be approved by the Board and will be reviewed on a case by case basis. Reservations will need to be renewed before each use of the facility and will be granted on a first come first serve basis. In order to schedule a reservation or renew an existing reservation, please contact Julie Haye at 949-679-5557.

**PARTIES AND CHARITABLE EVENTS**

As a reminder, homeowners hosting parties or other such events that require more than five (5) vehicles to access through the gate must submit a guest list no less than **five (5) days prior to the event**. If the guest list exceeds forty nine (49) vehicles or there are multiple events, the homeowner will be required to hire an additional patrol officer of the effective gate under the following schedule:

- |          |  |
|----------|--|
| 0-49     | No additional patrol officer unless there are multiple events (in which case the owners would evenly share the costs). |
| 50-100   | One Additional Patrol Officer  |
| Over 101 | Two Additional Patrol Officers   |



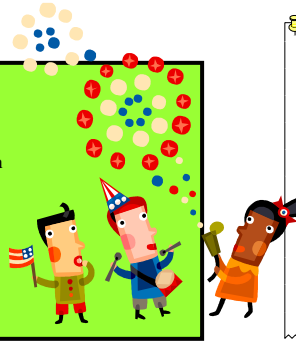
The additional gate staff will remain on duty for the anticipated duration of guest arrivals. (A minimum shift of four (4) hours at twenty five dollars (\$25.00) per hour.)

Those owners desiring to conduct a party or social event in their home or Lot prior to occupancy are not permitted to do so unless advanced written consent of the Master Association Board of Directors is obtained.

From time to time and in its sole discretion, the Board of Directors may consider a Homeowner's request to sponsor a charitable event at their residence that would require the admission of the public. The sponsoring Homeowner and charitable organization must be responsible for any and all costs associated with the special event and must submit a deposit at least fourteen (14) days in advance of that special event for deposit in the Master Association's general account. The amount of the deposit will be determined by the Board of Directors to pay for any costs incurred, and any surplus funds will be returned to the homeowner or charitable organization. Please note that the event must be non-commercial in nature.

## July 2009 Reminders

- **Street Sweeping Days:** Every Sunday between 9 A.M. to 1 P.M. and every Tuesday between 11 A.M. to 3 P.M.
- **Trash Pick-Up Days:** Every Friday. Please remove trash cans from the common areas within 12 after trash pick-up.
- **Friday, 7/3/09** - Keystone Pacific will be closed in observance of the Fourth of July
- **Wednesday, 7/1/09 - Board Meeting at 4:00 P.M.** Location: Recreation Facility -75 Shady Canyon Drive.



### GATE ATTENDANT CONTACT INFORMATION

#### EAST GATE:

Phone: 949-509-1947 Fax: 949-509-9282 (Located off the 405 freeway)

#### WEST GATE:

Phone: 949-823-0015 Fax: 949-823-1836 (Located at 130 Shady Canyon Drive)



## NEW GATE ACCESS SOFTWARE

Beginning July 1, 2009, the Shady Canyon Community Association will be utilizing new gate access software. The new software will be available for residents to access online from your home computer similar to the way you currently access GateWorks Guest. **Please note that this change will not affect your transponders.** To get your icon you will have to first download it from a website and install it. Below, please find a summary of the step-by-step process for doing this:

### **Step 1: Downloading the Program**

For PC users: <http://www.communityfirstinc.com/CFResident.exe>

A file download screen will appear. The best thing to do is download it to your desktop. It will appear as **CFResident.exe**. Double click on it to install your icon.

An **Internet Security Warning** screen may appear saying "The publisher could not be verified...". Please ignore it and click **Run**.

For Mac OSX: <http://www.communityfirstinc.com/CFResident.dmg>

After the file downloads, there may be a popup box that says "The downloaded image contains a program..." Click yes and mount the image.

Open the mounted image and double click the Adobe AIR Installer icon

An **Application Install** screen will appear asking: "Are you sure you want to install this application to your computer?" Click the **Install** button.

Another **Application Install** screen will appear. Click "**Continue**" then Click "**I agree to Adobe Air terms**". The application will finish installing and place an icon called **CFResident** on you desktop. The application will automatically start running and you will see the **Guest Management** log-in screen.

*Note: The minimum PC configuration is a Pentium III processor with at least 512MB memory running Windows 2000 Service Pack 4, Windows XP Service Pack 1 or 3 or any version of Vista. For Macintosh users the minimum is Intel Core™ Duo 1.83GHz or faster processor, PowerPC G4 1GHz, 512MB RAM, Mac OS X 10.4.11 or Mac OS X 10.5.4*

If for some reason you don't want to download the icon or if you are having trouble, you can always log in to the Guest Management panel directly from any browser at:

<http://www.communityfirstinc.com/CFResident.html>

**Step 2: Logging In:** Your initial log-in **Username** and **Password** are both your address (i.e. **33 Boulder View**) with proper caps and spaces. After you have changed your password and/or username, you can check the **Remember Me** box to bypass the login screen the next time you use the Guest Panel.

**Step 3: Setting-up Your Account:** Once logged in, the **Guest Management** tabs will appear. This is what you will use to quickly enter temporary and permanent guests, enter party lists, enter personal information that you are willing to share with management, and set your permanent login and password.

To get going, select the **Settings** tab and enter a new **Username** and **Password**. Click **Submit** for each and check the **Save Login Information** box.

Next select the **Personal Info** tab. This is where you need to enter the phone numbers the gate attendants will use to reach you when an unexpected guest arrives, an email address management can use to contact you regarding Shady Canyon Community Association matters and to recover a lost password, the name and description of any pets (which can be useful to security if they find a lost pet), notes you want the gate attendants or Management to be aware of, and vacation schedules that cautions the gate attendants to be extra diligent while on patrol around your home.

**Step 4: Creating Your Guest List:** The last thing you will want to do is set up your permanent guest list. Permanent guests are the people that you want to be able to come to visit you without you having to call them in each time. This is done from the **New** tab. Type in the first and last name and select the appropriate category of guest. This may be "**Permanent**" or "**Domestic Help**". For domestic help you will want to check the days of the week that your domestic help will be needed.

Should you have any questions or require assistance with any of the steps noted above, please feel free to contact Shana Aaberg, Community Association Manager at the Shady Canyon on-site office, 949-679-5660.