



CARLTON SQUARE

Managed by Keystone 16775 Von Karman Ave., Ste. 100, Irvine, CA 92606

MANAGEMENT:

Lanese King, CMCA®, AMS®
General Manager
Lking@keystonepacific.com
(310) 671-0444

Office Hours:
Monday - Friday, 10 AM - 4 PM

Emergency & After Hours:
(949) 833-2600

NEXT BOARD MEETING:
Thursday, February 8, 2024 - 7 PM
Via Zoom: <https://kppm.zoom.us>

Meeting ID: 861 7679 7712
Passcode: 993635
Dial In: (669) 900-6833

GUARD HOUSE:
Manchester: (310) 674-2060
11 AM - 3 AM

Pincay: (310) 674-2067
24 hours

BILLING & ACCOUNT CHANGES:
(949) 833-2600
Customercare@keystonepacific.com

ESCROW INFORMATION:
For refinances and sales documents
must be acquired at
www.homewisedocs.com

SOFI STADIUM:
For noise complaints please contact
(877) 378-0013

Board of Directors

President - Lanise Douglas
Vice President - Brenda Walker
Secretary - Susie Fritts
Treasurer - Phyllis Gillian
Member at Large - Anthony Daley

Dear Homeowners,

Happy New Year! We hope this newsletter finds you well. As we head into the new year, it is essential to address some important matters.

OFFICE CLOSURE

Please note that the Management Office will be closed on Monday, January 1, 2024 in observance of New Years Day.

HOMEOWNER PLUMBING MAINTENANCE

Interior plumbing fixtures are the responsibility of homeowners to repair. To ensure the longevity and optimal performance of your plumbing fixtures, and to prevent water intrusion into drywall, floors, and other units, regular maintenance is key. Start by checking for any visible leaks or drips, as these can lead to water damage and increased utility bills. Inspect faucets for mineral deposits and clean the faucets regularly using a mild vinegar solution to prevent clogs and maintain water flow. Additionally, keep an eye on your toilet for any signs of leaks or running water, as a silent leak can waste a significant amount of water over time.

Periodically inspect and tighten any loose connections under sinks and around toilets. To prevent clogs in drains, use drain guards to catch hair and debris, and consider using a biodegradable enzyme cleaner to break down organic materials. Lastly, be mindful of water pressure; if it is too high, it can strain your fixtures. Install a pressure regulator if necessary. By incorporating these simple tasks into your routine, you can proactively maintain your plumbing fixtures, ensuring they function efficiently and saving you from potential costly repairs in the long run.

Please make sure you use licensed and insured plumbers to make any repairs. If you report a plumbing leak to management, and the HOA's third-party plumber determines the leak is a homeowner's responsibility, **please be prepared to pay the plumber at the time of service.** This applies to non-owner residents and tenants as well.

ANNUAL MEETING & ELECTION REMINDER

The Carlton Square Annual Meeting and Election is scheduled for Saturday, March 2, 2024 - 10 AM at the HOA's clubhouse. Two (2) seats will be filled for 2-year terms.

- Five (5) qualified candidates are running for two (2) seats. Ballots will be mailed to the membership for an election in March. **A Pre-Ballot Notice is enclosed for your use.**

HOMEOWNERS INSURANCE

Per Article 9 of the CC&Rs, homeowners **MUST** carry homeowners' insurance, in addition to the insurance the HOA carries to cover the common areas. Homeowners' insurance will cover the interior of homes and any areas that are not covered by the HOA's insurance policy. Please note that HOA's policy will **NOT** cover your interior contents from plumbing lines that are repaired by the HOA or other residents.

Additionally, the HOA will **NOT** pay to relocate homeowners, non-owner residents, or tenants during any sort of HOA repair. Please make sure you have relocation coverage in your individual policies. **Please make sure that your tenants have at least liability coverage, content coverage, and relocation coverage.** Please consult with your insurance agent to make sure you and your property are covered against any unfortunate loss or damage.

COMMON AREA USE—TOT LOT AND TENNIS COURTS

Management would like to remind homeowners, tenants, and guests that the tot-lot closes each day at dusk. Use after dusk is prohibited. Tennis courts are reserved for tennis play only—please be reminded that dogs are not permitted on the courts at any time.

CARPORTS & STORAGE

Any items that do not fit in the storage cabinet above your parking spot should either be discarded, taken to an offsite storage facility, or brought inside of your unit. This helps to improve the appearance of the common areas, reduces areas for pests to hide, and discourages opportunities for theft. Please remove all furniture, cardboard boxes, trash bags, bicycles, and other personal items from your parking spaces as soon as possible.



NOTICE REQUIRED BY CALIFORNIA CIVIL CODE SECTION 5115(b)

Attention All Members:

The Carlton Square Homeowners Association hereby gives notice of the following with respect to the election of the Board of Directors, pursuant to Civil Code Section 5115(b). Please note that ballots will be mailed to the membership at least thirty (30) days prior to the election:

1) Notice of Election/Annual Meeting

Date: March 2, 2024

Time: 10:00 A.M.

Location: Carlton Square Clubhouse, 8700 Carlton Drive, Inglewood, CA 90305 and via Zoom Videoconference, <https://kppm.zoom.us/> or call in at (669) 900-6833, Meeting ID: 849 7203 1451 Passcode: 944285. Homeowners must register to attend via Zoom.

2) Notice of Date, Time, and Location for Return of Ballots

Ballots must be returned no later than March 1, 2024 at 5:00 P.M. The physical address to which ballots are to be returned by mail is:

Carlton Square HOA
c/o Keystone Pacific Property Mgmt.
16775 Von Karman Ave, Ste. 100
Irvine, CA 92606

Ballots may also be hand delivered to the Inspector of Election at the time of the Annual Meeting noted above in #1.

3) List of Candidates to Appear on Ballot (Candidate Registration List)

- Lanise Douglas - incumbent
- Phyllis Gillian - incumbent
- Shirley Smith-Greer (Chambers)
- Teana Louis
- Antoine Roberts

4) Right of Members to Verify Member Information on Candidate Registration List and Voter (Membership) List

Members are permitted to verify the accuracy of their information on the Candidate Registration List above and the Voter List (name, unit/lot address), mailing address (if different from unit/lot address), etc. at least thirty (30) days before ballots are distributed. The last/most recent address on file with the Association will be used for the mailing of ballots unless you designate otherwise. Please call, or email, management if you wish to verify your member information and/or bring any errors to its attention. Errors or omissions will be corrected within two (2) business days. Management can be contacted at: (310) 671-0444 or Lking@keystonepacific.com.