

JANUARY 2022

MONTELENA HOMEOWNERS, INC.



Professionally Managed by Keystone Pacific Property Management, LLC– 3155-D Sedona Court, Suite 150, Ontario, CA 91764

CHRISTMAS TREE RECYCLING

Burrtec will collect and recycle Christmas trees from single-family residences. Please place your tree at curbside after Christmas on your collection day. Burrtec will provide this service for a period of 2 weeks after Christmas Day. Trees 6' and over need to be cut in half. Please take all ornaments, lights, and metal stands off of the tree. Flocked trees will not be recycled. They will be collected as trash.



NEW COMMUNITY MANAGER AND ASSOCIATE MANAGER

Please make a note that the new Community Manager is Sean Kowalewski and the new Associate Manager is Janet Zedan. Both of their information is in the column to the right of this

newsletter. Trina Barich will remain onboard to help Sean as he learns his way around your community. Sean and Janet are both excited to be working with the Montelena Homeowners!

DO YOU HAVE WHAT IT TAKES TO BE A BOARD MEMBER?

If you're considering participating and would like to be run for the board, we ask that you take a few moments to ask yourself the following three questions:

Do I have the time? As a board member, you will need to devote at least several hours of your time each month to association business. In addition to regular quarterly board meetings, you will need to be active in email discussions and occasional special meetings. During special projects, you may need to spend a little extra time on association business. Some board members may also spend a little more time than others if they work with a committee.

Can I make tough decisions when it's required? The primary role of the board is to conduct the business of the association. This doesn't just mean approving the budget, but also developing and enforcing policies. Board Members are required to step outside their immediate circle of family and neighbors and make decisions based on the greater good of the community.

Can I do all this and have fun, too? It isn't all about policies and tough decisions. Our community is only as good as we make it, and establishing and maintaining a sense of community is a part of a board member's responsibility. Planning and attending functions such as our picnics and being a presence in the community are as important as any policy decisions you may make.

Being a board member can be frustrating at times, but it may also be one of the most rewarding ways you'll find to volunteer your time.

If you are interested in joining the Board of Directors, please email Sean and he will email you a Candidacy Statement to complete and be reviewed by the Board at the next meeting. Your community needs you!

BOARD OF DIRECTORS:

President: Fernando Gonzalez, Jr.

Vice-President: Open Seat

Treasurer: Laura Ruiz

Secretary: Open Seat

Member-at-Large: Open Seat

NEXT BOARD MEETING:

January TBD

6:00 PM Via Zoom

2664 W. Via San Miguel

San Bernardino, CA 92410

The final agenda will be posted at the Clubhouse four days prior to the meeting. You may also obtain a copy of the agenda by contacting management at (909) 297-2558.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Sean Kowalewski

Phone: (909) 297-2575

Emergency After Hours: (909)297-2550
skowalewski@keystonepacific.com

COMMON AREA ISSUES:

Janet Zedan

Phone: (909) 297-2561

jzedan@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833.2600

customer@keystonepacific.com

ARCHITECTURAL DESK:

Phone: (949) 838.3239

architectural@keystonepacific.com

INSURANCE BROKER:

LaBarre/Oksnee : (909)588-0711

CLUBHOUSE RESERVATIONS:

Please contact Clara Pelayo for the Reservation Form

POOL & PEDESTRIAN GATE KEYS:

Pool and Pedestrian Gate Keys can be purchased through Management for \$10.00. Please mail a check made out to Montelena HOA to Keystone Pacific Property Management. Please contact Fawne Adams at (909) 297-2558 for more information.

GATE REMOTES:

Can be purchased by contacting Management.

JANUARY 2022 REMINDERS

- 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 - First Friday of the month, January 7th
- San Bernardino Animal Control—Report all animal and pest problems to (909)384-1304.
- San Bernardino Police Department—Report all non-emergencies to the San Bernardino Police Department by calling (909) 384-5742.
- Trash Pick-Up Day - Wednesday
Please remove trash cans from the common areas after this day.

HOMEOWNER ASSESSMENT

Please remember that the payment address for assessments has changed to:

PO BOX 513380
Los Angeles, CA 90051-3380

To avoid any delays in processing your assessment payments, please update your records.

If you have any questions or concerns please call (949) 833-2600.

PARKING RULES ENFORCED

IMPROPERLY PARKED VEHICLES WILL BE TOWED AT OWNER'S EXPENSE

PARKING RULES

Please be reminded of the Parking Rules for Montelena Homeowners, Inc. Please note that all parking spots are for guest parking only and not for homeowners to utilize full-time. Garages must be utilized for parking of all homeowner's vehicles at all time. **There is absolutely no storing of vehicles on the street or in**

driveways. If you are in need of additional copies of any governing documents please do not hesitate to contact Management at (909) 297-2556 or email at talexander@keystonepacific.com.

GRAFFITI REMOVAL

The City of San Bernardino's Public Services Department administers the City's Graffiti Removal program. City crews are on the streets, 7 days a week, utilizing environmentally safe methods such as power washing, gel removers, and paint to remove graffiti from public and private property. Utilizing a computer work order tracking system, and portable electronic devices, graffiti crews are able to respond to newly reported graffiti within 24 hours. When reports of graffiti are received, the location of the graffiti is entered into an automated system which crews can access remotely from the field. This technology allows for an immediate response to new reports.

Residents who are victims of graffiti must consent to allow the City's crews to access their private property. Access forms are available on the City's website at www.sbcity.org or by calling the **Graffiti Hotline at (909) 384-5250.**

To report graffiti in progress, please call the **Police Department at (909) 383-5311.**

STREET SWEEPING IS THE 1ST FRIDAY OF THE MONTH



Please do not park on the street between the hours of 10am-1pm. Any vehicles preventing street sweeping is subject to fine and/or tow.

[IMPORTANT NOTICE]

Homeowners should contact Management if they notice the red light flashing on the sump pump outside the gate at Rialto and West Via San Carlos.

