

MAY 2022

MONTELENA HOMEOWNERS, INC.



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

CANDIDACY STATEMENTS

The Annual Election is coming up in July of 2022. Have you ever thought of serving on the Board of Directors for the Montelena Homeowners Association? If so, please fill out the Statement for Candidacy enclosed and mail it back to Keystone Pacific Property Management, LLC. no later than May 31, 2022. Make a difference, fill out the statement today!

SERVE YOUR COMMUNITY—BECOME A BOARD MEMBER!

In addition to the Board of Directors Elections this July, there are three other vacancies that need to be filled. Should the number of Directors fall below the quorum of three, **the Board would not be able to conduct business.** The Board meets quarterly via Zoom for about an hour, with the next meeting in July.

Please consider taking a few hours of your time to meet and work with your fellow homeowners. Please contact Trina Barich, your Community Manager, immediately should you wish to serve your community.

ARCHITECTURAL REVIEW PROCESS

Attention Homeowners! It is important to remember that any improvements to the exterior of your home require an architectural application to be submitted. This includes, light installations, landscape changes in the backyard, or painting your home. The Association's Board will review the application and either approve or deny the application. The fee for submitting an application is \$25.00 made out to Montelena HOA. Please allow up to 45 days for all applications to be returned upon receipt by Management.

MONTELENA GATE DIRECTORY

If you are new to the community and have not yet added your name to the gate directory you may do so at any time by contacting Management at (909) 297-2556 or talexander@keystonepacific.com and request to have your number added to the directory. Please note that every home is only given the ability to add one phone number to the directory.

POOL RULES REMINDER

With summer just around the corner, Homeowners should take the time to review the pool rules.

- ◆ Pool Facility Hours: 6:00 AM to 10:00 PM Sunday—Thursday
6:00 AM to 11:00 PM Friday—Saturday
- ◆ Owners are allowed 3 guests in the pool area at any given time.
- ◆ Use the pool at your own risk, children under the age of 13 must be accompanied by an adult resident at all times.
- ◆ No running or horse play on the pool deck or in the pool.
- ◆ No glass bottles or other glass container/objects inside the fenced area.
- ◆ No smoking or alcohol in the pool area.
- ◆ The rental of the clubhouse does not allow homeowners access to the pool area. The 3 guest rule will still apply.

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:

JULY 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) 297-2556.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Trina Barich

Phone: (909) 297-2556

Emergency After Hours: (909)297-2550

talexander@keystonepacific.com

COMMON AREA ISSUES:

Clara Pelayo

Phone: (909) 297-2570

cpelayo@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.

MAY 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, May 6th
- 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 the payment address for assessments is :

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.



APPLICATION FOR CANDIDACY FOR THE BOARD OF DIRECTORS

Dear Homeowner:

The Annual Election will be held in . If you are interested in serving on the Board, please complete this application and return it to **KEYSTONE** by 5:00 PM on . For specific candidate qualifications, please contact Management for a copy of your community's Election Rules.

Members are encouraged to confirm their personal contact information by the deadline set forth for submitting nominations to ensure that Members have an opportunity to review their personal information at least thirty (30) days before ballots are mailed.

NAME: _____

(Note: Be sure to complete and return verification information on page 2 of this application)
Candidacy statement needs to be kept to one page. Please type in the information requested below.

WHY WOULD YOU LIKE TO SERVE AS A BOARD MEMBER?

WHAT IS YOUR BACKGROUND?

WHAT IS YOUR VISION FOR THE COMMUNITY AND WHAT WOULD YOU LIKE TO ACCOMPLISH DURING YOUR TERM OF OFFICE?

PLEASE NOTE: PER CALIFORNIA CIVIL CODE SECTION 5105(a), A COPY OF THIS FORM MAY BE INCLUDED WITH THE OFFICIAL BALLOT. THE CANDIDATE/MEMBER IS SOLELY RESPONSIBLE FOR THE CONTENT OF THIS COMMUNICATION. THE ASSOCIATION DOES NOT EDIT OR REDACT ANY CONTENT

APPLICATION FOR CANDIDACY FOR THE BOARD OF DIRECTORS

HOMEOWNER VERIFICATION INFORMATION

ADDRESS: _____

WORK PHONE NUMBER: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____

I, _____, hereby certify that the information above is true and correct and that I have not been convicted of a crime which, if elected, would either prevent the Association from purchasing fidelity bond coverage required by California Civil Code section 5806 or terminate the Association's existing fidelity bond coverage.

Signature: _____ Date: _____

To request an electronic copy of the Candidacy Application, please contact reconnect@keystonepacific.com.

Completed Candidacy Applications must be submitted to reconnect@keystonepacific.com or to the following address before the deadline: