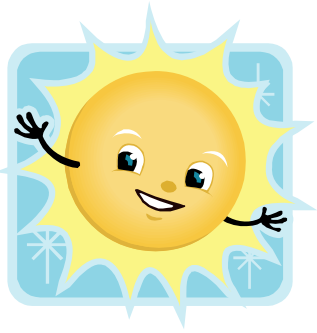


JUNE 2022

# MONTELENA HOMEOWNERS, INC.



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



## 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.

## ANNUAL MEETING & ELECTION

The Annual Election will be held In July. There are five positions up for re-election. Homeowners should have receive their ballots by mid-June. Please complete the ballot and mail to Keystone Pacific to ensure it is counted in the election! P.M. Please remember to insert the white ballot envelope into the special brown envelope, and don't forget to sign your name in the upper left hand corner, or it will not be counted.



## SIGN UP FOR E-BLAST NOTIFICATIONS

The Board and Management would like to request that all homeowners sign up for electronic email notifications. This allows the Board and Management to immediately inform homeowners regarding urgent community news, such as security alerts or major maintenance updates. It's easy!

- Go to [www.kppmconnection.com](http://www.kppmconnection.com)
- Sign in or register to sign in if first time user
- Go to "My Profile" and click on "Change Notifications Setting"
- Provide your Email and check the box for community updates

## KEEPING OUR COMMUNITY LOOKING GOOD

We need all of our residents' help in keeping our community looking its best. Please do your part and remember to:

- ◆ Pick up after your pet and dispose of waste properly.
- ◆ Pick up litter you notice in the community and dispose of it.
- ◆ Make sure household trash is bagged, secured and disposed of in a timely and appropriate manner.
- ◆ Store trash receptacles from view and be sure not to leave them out 24 hours before or after pick up.
- ◆ Be sure to store your garden hose properly when not in use.

## **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](mailto:talexander@keystonepacific.com)

### **COMMON AREA ISSUES:**

**Clara Pelayo**  
Phone: (909) 297-2570  
[cpelayo@keystonepacific.com](mailto:cpelayo@keystonepacific.com)

### **BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:**

Phone: (949) 833.2600  
[customer-care@keystonepacific.com](mailto:customer-care@keystonepacific.com)

### **ARCHITECTURAL DESK:**

Phone: (949) 838.3239  
[architectural@keystonepacific.com](mailto: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.

# JUNE 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, June 3rd
- 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

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](mailto: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](http://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.