

AUGUST 2022

MONTELENA HOMEOWNERS, INC.

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

RECENT POOL ISSUES

It has been brought to the attention of Management that several homes have taken advantage of the pool facility lately, as if it is their own private pool. The pool area is not to be reserved for exclusive use. It is for everyone to enjoy with **no more than 3 guests** at any time. Use of the pool facilities is a privilege which is enjoyed by all Owners or occupants. If you come to the pool and encounter a sign indicating it is closed for a party, please report this to Management and patrol, as it is not permitted. Violation of these rules may result in suspension of privileges.

SEE SOMETHING SAY SOMETHING!

Montelena Homeowners, Inc. does not have 24 hour patrol of the community. Therefore, it is up to the Homeowners to report any suspicious activity in the Community. In case of emergency, or if you see suspicious behavior, please contact the police at 911, or the San Bernardino Police Department at (909) 384-5742.

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.

Thank you for taking pride in the appearance of our community. Your cooperation is appreciated!

WEEDS & FRONT YARD MAINTENANCE

All homeowners are responsible for the maintenance of their front yard landscaping all the way to the street curb in front of their home. Corner lot homeowners are also responsible for side yard maintenance all the way to the side yard curb. Homeowner landscape maintenance responsibilities include keeping your front yard grass and planters free from weeds.

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.

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:

OCTOBER 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

talAlexander@keystonepacific.com

COMMON AREA ISSUES:

Clara Pelayo

Phone: (909) 297-2570

cpelayo@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833.2600

customerCare@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.

AUGUST 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, August 5th
- 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.

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.