

SEPTEMBER 2022

MONTELENA HOMEOWNERS, INC.



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



WELCOME NEW BOARD MEMBERS

Management and the current Board of Directors would like to welcome to the Board out two newest Board Members. Please join us in welcoming Dorothy Cox and Jacqueline “Jackie” Diaz to the Board. Jackie has resided

in the community since 2008 and Dorothy has lived here for 2 1/2 years. Both will continue to serve on the Board for a year until their term is up in July 2023. Please say hello to them if you see them around.

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. Patrol will be called out and they will be asked to leave. Nordic Security Services dispatch can be reached at (714) 751-0347. Violation of these rules may result in suspension of privileges and a possible fine.

CLUBHOUSE RENTALS

The clubhouse is open and available for rental to all homeowners in good standing. Clubhouse reservation forms can be found on the Community website, or by contacting Management at cpelayo@keystonepacific.com. Along with the reservation form, please submit a deposit check in the amount of \$100.00, made payable to the Association, and an insurance certificate naming Montelena Homeowners Association as additionally insured. The deposit is fully refundable, if you pass a post-inspection with a Board Member and keys to the clubhouse are handed back after the event.

TOT LOT IMPROVEMENTS

The Board of Directors has requested that Management go out to bid for single post swings for the tot lot. Also, we will be requesting a quote to install rubber like padding to the ground surface and remove the wood chips. Lastly, we will be requesting a quote for a light post at the tot lot and in the basketball area. We are looking forward to improving the community!



BOARD OF DIRECTORS:

President: Fernando Gonzalez, Jr.

Vice-President: Laura Ruiz

Treasurer: Open Seat

Secretary: Jackie Diaz

Member-at-Large: Dorothy Cox

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

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 care@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.

SEPTEMBER 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, September 2nd
- 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.

ASSESSMENT PAYMENT OPTIONS

For your monthly assessment payments, you have many options:

- Send a check monthly into our lockbox address: PO BOX 513380, Los Angeles, CA, 90051-3380
- Sign up for ACH (automatic payment) at Kppmconnection.com
- Make a payment online on your account anytime at Kppmconnection.com

As of October 1st, the charge for the Notice of Past Due Assessment will increase to \$30.00 so don't be late. Should you have any questions on your payment options please contact Customer Care at Customrcare@keystonepacific.com



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.



Montelena Homeowners Association
Owner Notice Disclosure (Civil Code section 4041)

California law requires Owners in a community association to provide the following information to the association on an annual basis. If the below contact information has changed, please complete and return this form to Keystone Pacific Property Management, LLC at the address shown below or send the completed form to forms@keystonepacific.com no later than October 31st.

Owners Name _____

Property Address _____

Owner Phone # _____ Owner Email _____

*ITEMS 1-6 NEED TO BE COMPLETED. IF NOT APPLICABLE, PLEASE INDICATE N/A

1. Address or Addresses to which notices from the association are to be delivered:

2. Any alternate or secondary address to which notices from the association are to be delivered:

3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the vent of your extended absence from your property:

4. Your property is (please check one): Owner occupied Rented out

If your property is rented out, please provide the following information:

Name of Tenant(s): _____

Phone Number: _____

Email Address: _____

5. Is your property developed, but vacant (please check one)?: Yes No

6. Is your property undeveloped land? Yes No

Please return this form to:
Montelena Homeowners Association
c/o Keystone Pacific Property Management, LLC
16775 Von Karman Ave, Suite 100, Irvine, CA 92606