

OCTOBER 2022

# MONTELENA HOMEOWNERS, INC.



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

## **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](mailto: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.

## **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.



## **HOW TO TRICK OR TREAT SAFELY**

1. Walk and do not run from house to house using sidewalks when possible
2. Be aware of and avoid open flames like candles in jack-o-lanterns
3. Avoid homemade treats and only eat factory-wrapped candy
4. Wear reflective clothing
5. Remember your cell phone

## **RECEIVED A VIOLATION LETTER? DON'T PANIC!**

The purpose of violation letters is to open the lines of communication and to keep the community looking great and property values at their optimum. Twice a month, the community manager walks through the entire community looking for common area problems and to monitor areas that may need attention in the near future. If you receive a letter from the Association and you have questions, need further clarification or you are in need of additional time to address the problem, please contact your Property Manager, Trina Barich at [talexander@keystonepacific.com](mailto:talexander@keystonepacific.com). The Board is happy to work with you, but first we need to hear from you. If the problem is not addressed and we have not heard from you, then you may be called to a hearing to discuss the matter and possible fines may be assessed.

## **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](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@keystonepacific.com](mailto:customer@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.

# OCTOBER 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, October 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.



## 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](http://Kppmconnection.com)
- Make a payment online on your account anytime at [Kppmconnection.com](http://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](mailto:Customrcare@keystonepacific.com)

**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](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.