

NOVEMBER 2022

# MONTELENA HOMEOWNERS, INC.



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

## VANDALISM UPDATE

As you may be aware the community has had several incidents with community property being vandalized by people outside of the community. Management has met onsite with Brightview Landscape and Edison and has discussed moving the irrigation controllers inside of the sewer pump enclosure. Both parties have said it can be done, but we need to submit the request through the city to have it done. Management has also requested bids for a gate type roof to be installed over the enclosure to prevent further vandalism, as a big expense for the association this year has been irrigation repairs.

## LANDSCAPE UPDATE

The Board of Directors will be reviewing landscape replacement and tree trimming bids at their next meeting. We realize there is a lot to be done and are working to prioritize the areas throughout the community. Please remember that Brightview only services the grass and original plants planted by the builder in your front yard. Any plant material that is not original to the community is your responsibility as a homeowner to maintain. There are several dead or dying ornamental plum trees throughout the community that will be replaced as needed. The Board will also be reviewing a proposal from Brightview to refresh the wood chips in the tot lot area once the new swings are installed. We appreciate your patience while we work through these projects.

## DAYLIGHT SAVING TIME ENDS—NOVEMBER 6TH

- Remember to adjust your clocks back one hour!
- Replace the batteries in your smoke detectors.
- Change the filters for your heating system.
- Clean dirt and dust off garage doors before the rain begins.
- Hose down/pressure wash building exteriors

## HOLIDAY DECORATING REMINDERS

Please remember the following when decorating for the holidays:

- Holiday décor is to be placed in exclusive use areas only.
- Please refrain from placing decorations on the common area landscaping.
- Holiday decorations are to be displayed no longer than 14 days before and 14 days after the holiday with the exception of Christmas type decorations which may be displayed from Thanksgiving until January 15, 2023.

## **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:**

**January 2023 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**

[tallexander@keystonepacific.com](mailto:tallexander@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 Clara Pelayo at (909) 297-2570 for more information.

### **GATE REMOTES:**

Can be purchased by contacting Management.

# NOVEMBER 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, Nov. 4th
- 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**

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.