

DECEMBER 2022

MONTELENA HOMEOWNERS, INC.

Happy
Holidays!

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

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.

CHRISTMAS TREE RECYCLING

Burrtec will collect and recycle Christmas trees from single-family residences. Please place your tree at curbside after Christmas on your collection day. Burrtec will provide this service for a period of 2 weeks after Christmas Day. Trees 6' and over need to be cut in half. Please take all ornaments, lights, and metal stands off of the tree. Flocked trees will not be recycled. They will be collected as trash.

HOLIDAY SAFETY TIPS AND REMINDERS

Please remember the following when decorating for the holidays:

Never use lighted candles near trees, boughs, curtains or with any potentially flammable item.



When displaying a tree, cut off about two inches off the trunk and put the tree in a sturdy, water-holding stand. Keep the stand filled with water, so the tree does not dry out quickly.

If you use an artificial tree, choose one that is tested and labeled as fire resistant.

Only use interior lights indoors.

Turn off all lights on trees and decorations when you go to bed or leave the house and unplug extension chords when not in use.

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.

HAPPY HOLIDAYS!

On behalf of the Board of Directors and Management, we would like to wish you and your family a very happy holiday! Thank you for your continuous support in making Montelena a great place to call home.

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 (949) 833-2600.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Trina Barich

talexander@keystonepacific.com

COMMON AREA ISSUES:

Clara Pelayo

cpelayo@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833-2600

customer-care@keystonepacific.com

ARCHITECTURAL DESK:

Phone: (949) 833-2600

architectural@keystonepacific.com

INSURANCE BROKER:

LaBarre/Oksnee : (909) 588-0711

CLUBHOUSE RESERVATIONS:

Please email 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 (949) 833-2600 for more information.

GATE REMOTES:

Can be purchased by contacting Management.



DECEMBER 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 Thursday of the month, Dec. 1st
- 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.



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 (949) 833-2600 or email at talAlexander@keystonepacific.com.

STREET SWEEPING IS THE 1ST THURSDAY 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.

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 Customercare@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.**